

	四川科道芯国智能技术股份有限公司 Sichuan Keydom Smart Technology Co., Ltd		文件编号: Document No. :	KD-MWL-03
	二级文件 Class 2 Document	人员安全管理标准 Personnel Security Mgt. Standard	版本号: Version number:	A/1

四川科道芯国智能技术股份有限公司

Sichuan Keydom Smart Technology Co., Ltd

标准文件

Standard File

人员安全管理标准

Personnel Security Mgt. Standard

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1. 目的 Purpose

为规范公司员工招聘、录用及离职的安全管理工作，明确访客、实习生、外部服务人员的管理流程以及门禁卡的管理，特制订本标准。

To standardize the security mgt. of recruitment, employment and termination, to define the visitors, trainees and external service provider mgt. procedure and badge administration, we made this standard hereby.

2. 适用范围 Scope

适用于四川科道员工、访客、实习生及外部服务人员的管理。

It is applicable for the management of Keydom's employees, visitors, trainees and external service providers.

3. 术语定义 Definitions

3.1. 员工 Employee

与公司签订正式劳动合同的人员，包括与公司签订短期劳动合同或处于试用期内的人员。

It refers to the personnel who have signed labor contract with Keydom, includes personnel signed short period lobal contract and personnel be on probation.

3.2. 访客 Visitor

与公司有业务往来各机构的所属人员（包括供应商、客户等）、政府人员、各机构及银行派遣的工作人员。

It refers to the personnel belonging to entities who having business contact with Keydom, includes suppliers, customers, governmental personnel and relevant dispatched workers.

3.3. 实习生 Trainee

因临时任务需要，由人力资源部统一储备、组织培训的在临时工作人员（通常为在校学生）。

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It refers to the personnel who are reserved and trained by HR dept. for temporary work, they are students usually.

3. 4. 外部服务人员 External Service Provider

与公司签约的服务公司，派遣到我司从事保洁、餐饮工作、等各类服务，包括长期或临时在公司服务的人员。

It refers to the personnel dispatched from the service company who have established contractual relationship with Keydom, for both the long period and shot period, such as cleaners, catering service provider.

4. 职责 Responsibility

4. 1. 人力资源部 HR Dept.

负责人员的招聘、录用、人员资料背景调查、离职以及转岗手续的办理，并组织员工的培训；负责涉及以上员工的人资管理，按照支付机构和客户要求执行落实本标准。作为员工档案管理部门，要求员工如实、完整填写相关记录资料，并妥善存档备案。

To manage with recruitment, background check, employment, termination and job function change and training. To implement this standard as required by customer and payment brands. To required employees and applicants to fill relevant personnel information faithfully and completely and maintained them on file appropriately.

4. 2. 安全策略部 Security Policy Dept.

新进员工及在职员工的安全培训、门禁卡的办理、门禁权限的设置。员工离职后，门禁权限取消、安全相关钥匙的回收、密码修改。计算机及信息系统的访问禁止、所有账户的删除。

To provide new employee and refresh security training, to make ID badge and grant physical access. To disable physical access, retrieve security related physical keys and change logical keys for the left employee.

4. 3. 行政部 General Mgt. Dept.

负责协助保安确认门岗访客访问对象；负责信息楼临时卡、供应商卡、一般访客卡、重要访客卡的保管、发放、记录、回收工作。

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To assist guards to verify gate visitors' identification. To keep, issue, record and retrieve the temporary cards, supplier cards, normal visitor cards and important visitor cards.

5. 管理流程 Management Procedure

5.1. 员工安全管理 Employee Security Mgt.

5.1.1. 公司应聘人员必须提供如下个人基本信息:

The personnel information provided by applicant includes but not limited to below information.

- a) 一寸彩色近照，相关身份、学历证明原件、复印件;
Recent color photo, original and soft copy of ID and education;
- b) 与应聘岗位相符的相关资质证明材料原件、复印件;
Original and soft copy of qualification proof related to the post applied;
- c) 应聘管理岗位需以往工作单位的离职证明。
Termination certificate from previous employer, for applying mgt. posts;
- d) 进行入职体检。新员工到公司指定医院进行入职体检。
Recent health examination record.

5.1.2. 应聘者须满足的安全事项:

Security requirement for applicant:

支付组织标准覆盖范围内员工，或公司认为有必要的员工，需提供以下资料:

Employee covered by the payment brands standard or been deemed necessary should cooperate with below items as required:

- a) 提供无任何刑事犯罪记录和不良信用记录的证明;
To provide certificate of no criminal offence record and no bad credit record;
- b) 提供详实的个人信息及社会背景信息并接受《员工保密协议》的内容;
To provide detail and real personnel information and social background information, and sign to accept the content of Employee Confidentiality Agreement;
- c) 自愿接受并配合公司进行的背景调查工作，若个人信息有变更，应在变更后三个工作日内以书面形式通知公司更新信息，公司承诺个人提供的信息不对外泄露和传播。
To cooperate with the background check conducted by Keydom. To inform Keydom with any personnel information changes in time. Keydom will keep all these personnel information collected confidential.

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5.1.3. 公司长期签约服务公司的人员信息完整性和真实性，由派出人员单位审核，交人力资源部备案，派驻人员应满足以上所有的要求。

External Service Company should review the integrity and authenticity of personnel information of service providers dispatched to Keydom and submit them to HR dept. for the record. All service providers should meet above requirements defined in section 5.1.1 and 5.1.2.

5.1.4. 应聘人员个人信息安全 Security Mgt. for Applicant's Personnel Information

5.1.4.1. 未被公司录取：任何人的个人信息不得复印、泄露和传播，人力资源部负责保存，并定期销毁；

For whom do not being employed: It is prohibited to copy, disclose and spread these personnel information. HR dept. is responsible for keeping them well and destroying them periodically.

5.1.4.2. 被公司录取：归入员工个人档案库管理。员工离职后，公司保存员工个人信息一般不少于五年，到期后予以销毁。

For whom are employed: All these personnel information collected will be kept as part of the employee personnel file. As usually, Keydom will keep the left employee's personnel files for no more than five years. Destruction will be applied to them after due time.

5.1.5. 员工招聘、录用及离职的安全管理 Security Mgt. for Recruitment, Employment and Termination

5.1.5.1. 员工招聘流程按相关人事规定执行。面试合格后，由人力资源部负责做背景调查。调查情况良好的，才可以进入录用流程。

The recruitment should be proceeded as HR mgt. standards. HR dept. should conduct background check for suitable applicants. Employment procedure should only be initiated for applicants with good check result.

5.1.5.2. 新员工入职当天进行安全基础知识培训，并保留培训记录。入职一个月内必须签订劳动合同，并建立员工个人档案。档案中必须包括但不仅限于：

Provide basic security training to new employee on the first work day and keep training record. Labor contract and employee file should be well maintained with one month after employment. The employee file should include but not limited to below documents and information:

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- a) 《员工基本信息表》 employee basic info. form
- b) 近期一寸登记照，入职后至少每三年更新一次 Recent Color Photo, updated every three-year at least.
- c) 《新员工入职表》 new employee registration form
- d) 无犯罪记录证明，定期每年更新 No criminal offense certificate, updated annually
- e) 信用核查，定期每年核实 Credit record, updated annually
- f) 《员工保密协议》 Employee confidentiality agreement
- g) 劳动合同 Labor contract
- h) 劳动合同签收确认表 Labor contract sign-off record
- i) 新员工入职承诺书 Letter of commitment for new employee
- j) 规章制度确认函 Letter of confirmation of rule and regulation

5.1.5.3. 新员工提交的入职材料经人力资源部审核通过后，由人力资源部负责与新员工签署劳动合同、保密协议及新员工入职承诺书。

After successful personnel file verification, HR dept. should sign employment relationship and confidentiality agreement with them, and require them to read and sign-off the letter of commitment for new employee.

5.1.5.4. 新员工办完所有入职手续后，入职当天会给每位新进员工办理新员工临时卡，生产中心员工根据《新员工入职表》上的岗位设置临时卡权限，总部员工设置信息楼所有的门禁权限。人力资源部将会在一个月内为新员工办理正式员工牌。安全策略部会根据《新员工入职表》上的岗位，参照《岗位权限对照表》制作和发放员工牌，并保留相关记录文件。研发中心员工按研发管理部要求执行。

Make and issue new employee temporary access cards to new employees on their first workday. For the employees work in Pro Center, access cards will be granted with access according to their posts on new employee registration form. For the employees work in other dept., access cards will be granted with all access of Keydom Building. HR dept. should coordinate with related dept. to make formal ID badge for them within one month. Security Policy dept. will make and issue formal ID badge for them referring to the new employee registration form and List of Access for each post, record should also be maintained. The procedure for employee work in R&D center should refers to the R&D administration dept.'s standards.

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5.1.5.5. 员工转岗按人事方面的流程进行。转岗员工在 OA 系统中或在接到人力资源部书面通知后，填写办理调岗相关手续，待相关部门签字审批。流程走到安全策略部时，安防管理工程师按照其变更后的岗位进行门禁权限变更。重要岗位须在 24 小时内变更安全相关钥匙的授权、增加或删除相应的密码。若属于部门内岗位变更且不涉及薪资福利等事项，可使用《人员权限变更/补卡申请单》进行门禁权限变更。

Any changes of employee post should proceeded according to HR dept.'s related procedures. Employees need to change post should submit the post change form and follow up approvals of it. Security Policy dept. will change their ID badge access to correspond to their new post. Related physical key and logical password should be changed within 24 hours as required. For the post change within dept. and not involving welfare such as salary, access change request should be completed before any ID badge access change.

5.1.5.6. 员工离职按人事方面的流程进行。办理离职手续当天，生产中心员工由安全策略部回收门禁卡，总部员工由人力资源部回收门禁卡，并在 24 小时以内取消离职员工门禁卡、餐卡权限；回收安全相关钥匙、密码，并修改相应密码。IT 工程师将立即禁止离职员工相关计算机及信息系统的访问权限、所有账户立即取消。

Employment termination should be proceeded according to HR dept.'s related standards. Security Policy dept. should retrieve the ID badges of employees working in Pro. Center and HR dept. should retrieve the ID badges of employees working in other dept. on the day termination day. The security related physical keys should be retrieved and the logical keys should be changed. The access of ID badges, the access and account to computers and information systems should be disabled within 24 hours.

5.1.5.7. 关键岗位的离职员工依据签订的劳动合同和《员工保密协议》，要提供离职后有效的联络方式，承诺必要时配合公司相关咨询调查工作。

The employee working on key post should provide effective contact info and make commitment to cooperate with Keydom for some consulting and investigating work after employment termination, as labor contact and employee confidentiality agreement required.

5.2. 外部服务人员安全管理 Security Mgt. for External Service

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Providers

5.2.1. 个人信息和资料 Personnel Info. And Doc.

5.2.2. 公司长期签约的服务公司，派驻人员的个人资料，由派出单位负责收集和提交。个人资料内容应与公司正式员工相同。个人资料的真实性审核由派出人员单位负责。派驻员工的不当行为导致的安全事故后果，由服务公司承担。员工选用和更换流程：

Service company having contractual relationship with Keydom, should be responsible for the collection and verification of service providers' personnel information. The requirements for personnel information are same as for Keydom's employee. The service company should undertake the consequences of security incidents caused by wrongful acts. Below is the screening and replacing procedure:

- 1) 服务公司提供合适的候选人个人资料和信息； Service Company provide the documentation docs of personnel information of candidates.
- 2) 安排面试，录用合适人员； To arrange interview to choose applicable person.
- 3) 服务公司提交已录用人员符合要求的个人资料和信息。 Service Company provide personnel information as required for employed person.

5.2.3. 安全培训及人事安排 Security Training and HR mgt.

服务人员的培训、安全管理及其他人事管理工作同公司正式员工。

Training, security mgt. and HR mgt. for service personnel should be as same as formal employee of Keydom.

5. 3. 访客安全管理 Visitor Security

5.3.1. 公司门岗访客进入流程 Visitors at Gate

- 1) 访客到达时，保安与公司前台人员电话确认访客访问对象； Guards will contact with receptionist of Keydom Company to verify the identification of whom the visitor would like to call on.

- 2) 来访访客于门卫室填写《门岗访客登记表》，登记相关信息：来访目的、访问对象、来访公司名称、访客姓名、证件号码/手机号码、车牌号码、携带物品。

Visitors should make registration on the The Door Post Visitors Registration Form, including purpose of visit, name of visitor's company, name & ID no. & phone no. & license no. and so on.

- 3) 如需访问公司办公区域的访客则在公司前台《访客入厂登记表》中登记，前台人员发放访客卡并对访客做出指引； Visitors need to access office area of Keydom

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Company should make registration on the Visitors Enter the Site Registration Form at the front desk. The front desk staff should guide the visitor.

- 4) 访客在访问公司期间，由接待人员全程陪同并负责访客在公司期间的安全管理。 Receptionist is responsible for the security mgt. of visitors while they are in company.
- 5) 访客离开后，接待人员应协助收回访客卡并归还至公司前台。 Receptionist should give assistance to the retrieve of visitor cards.

5.3.2. 办公区访客进入流程 Visitor to Offices

- 1) 访客到达时，保安通知接待人员到门卫室现场确认； Guard should inform receptionist to make verification at the gatehouse when visitors arrived.
- 2) 来访访客于门卫室填写《访客入厂登记表》，接待人员确认后在《访客入厂登记表》“访客陪同人”栏签字。 Visitor should make registration on the Visitors Enter the Site Registration Form. Receptionist should sign on the column ‘Visitor Receptionist’ to make confirmation of the requirement to escort visitor.
- 3) 已办理生产区访客预约手续的，接待人员可凭经安全策略部长或其授权的代理人审核签字的《访客入厂预约申请单》领取访客门禁卡； For the visitor with registration and approval for access to the facility ahead of arrival, receptionist could require to access badge to facility for them.
- 4) 访问结束后接待人员应协助收回访客门禁卡，并返还保安处。 Receptionist should help guard to retrieve the access badge issued to visitors.
- 5) 公司生产中心以外员工若仅需进入办公区，可凭其四川科道员工牌，在门卫室直接换取仅进入办公区的门禁卡，离开时换回，并保留记录。 For person needs to access office area of facility who is Keydom’s employee but not Pro Centre’s employee, appropriate access badge could be exchanged by his own badge card and corresponding registration should also be maintained. His own badge card could be gotten back only after access badge returned.

5.3.3. 生产区访客进入流程 Visitor to Production Area of Pro. Center

- 1) 公司在监控室处保留《授权带访客进入厂房人员清单》。陪同人员名单由安全策略部长审核批准，并每季度更新。仅该清单内人员可以陪同访客进入生产区。 List of Authorized Staff to Bring Visitors Into. Facility is always kept in SCR and updated quarterly, which indicates who are approved to be the receptionist who could escort visitors to access Production Area.
- 2) 接待部门填写《访客入厂预约申请单》，需提前请部门领导审核批准、访客需要进入区域的领导签字确认。安全策略部长或其授权人员审核批准《访客入厂预约申请单》。 The Appointment Application for Visitors Into Facility should be completed

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and approved to make appointment ahead of visitors' arrival. It should be approved by receptionist's dept. leader, relevant leaders of production area and leader of Security Policy Dept. or authorized person.

- 3) 接待部门将《访客入厂预约申请单》交监控室备案。监控室保安需要确认《授权审批人员清单》上的人员签名，核对《访客入厂预约申请单》上的部门领导、访客需要进入区域的领导和安全策略部长或其授权人员签字的正确有效性，若签名不符合，此访客申请单无效。It is recommended to submit The Appointment Application for Visitors Into Facility completed as required to SCR in advance. Guard will verify the authenticity of the signatures on it against with the List of Authorized Staff to Approval. It is we be deemed as invalid if differences are identified.
- 4) 访客到达时，需在陪同人的带领下，到监控室提交个人有效证件，保安根据申请表上的内容核对访客信息：有效证件的姓名、证件号码、签发地点及签发日期；保安核实证件有效性后，归还证件。When arrived, visitor should submit corresponding personnel ID to SCR. Guards in SCR will verify visitor identify against with the appointment form, including name, ID no., issued area and issued date. Personnel ID will be returned after verification.
- 5) 访客阅读《访客保密协议》，并签名承诺遵守该协议；Visitor should sign the visitor confidentiality agreement to make commitment to adhere the regulation.
- 6) 访客、陪同人员、保安填写《访客入厂登记表》；Visitors Enter the Site Registration Form (SCR) should be completed as required.
- 7) 保安根据访客所进的区域发放相应权限的门禁卡并对相应访客录入体重、指纹信息，保安做好记录；Guard will issue the visitor access badge with access same with the application, input the visitor's weight and fingerprint in the access control system. Appropriate record will be maintained as same.
- 8) 访客更换访客服、鞋套，存放个人物品。Visitor should wear visitor clothes and store personnel items as required.

5.3.3.1. 注意事项 Announcements

- a) 进入车间前由陪同人员或保安讲解安全注意事项；Receptionists and guards both need to inform visitors of Keydom's security mgt. requirements before access.
- b) 访客进入生产区域后，授权指定的最终陪同人员需在《访客入厂登记表》上的陪同人栏签字，并需全程陪同直至访客离开生产区域；The designated escort who sign on the registration form should always keep accompany with the visitor while they are within production area.
- c) 禁止携带如手机、PDA、手提电脑、U 盘、移动硬盘等带有照相、录像、录音、

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移动存储功能的设备，包裹等私人物品进入高安全区（各生产车间和数据室等）；

It is prohibited to bring personnel items into HSA (workshop, data room etc.), including package and devices with functions including mobile storage, photograph and recording, i.e. phone, PDA, laptop, U disk and mobile HDD etc.

- d) 访问结束后陪同人员应协助收回门禁卡，归还访客服。The escort should help to retrieve visitor access badge and visitor clothes when the visit is finished.

5.4. 实习生安全管理 Trainee Security Mgt.

5.4.1. 原则 Principle

- a) 实习生的使用采取备案制，并由人力资源部统一管理；The HR dept. is responsible for trainee.
- b) 出于安全考虑，实习生资源仅限于在校学生。Take into consideration of security, trainee should only be employed from school students.

5.4.2. 备案程序 Filing Procedure

- 5.4.2.1. 人力资源部实习生管理员建立实习生资源库，调用时必须在资源库现有人员中调用；

HR dept. should create trainee source library and only establish employment relationship with the person on the list.

- 5.4.2.2. 实习生录入实习生资源库，作为可调用资源储备，需完成安全及相关培训后方可上岗。Security train also should be provided to the trainee before start work.

- 5.4.2.3. 实习生个人信息资料，必须包含以下内容：Personnel information of trainee must include below information at least:

- a) 填写完整的《实习生基本信息表》；Filled basic information form for trainee.
- b) 一寸近期照片一张；Recent color photo.
- c) 身份证复印件或学生证复印件。Copy of ID or student ID.

5.4.3. 安全控制流程 Security Control Procedure

5.4.3.1. 流程 Procedure

- 1) 用人部门提前填写《临时卡申请/登记表》向人力资源部提出人员需求，包括实习生人数、使用项目、需进入区域、到达时间等内容；Make request by submit a filled Temporary Card Request/Registration Form, including information such as quantity, project for, involved area, arriving time etc.
- 2) 人力资源部统一按需求联系合适实习生，填写《临时卡申请/登记表》交实习生管理员；HR dept. is responsible for contacting appropriate intern and submitting filled

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the Temporary Card Request/Registration Form to intern administrator.

- 3) 实习生管理员凭《临时卡申请/登记表》至相应厂区监控室领取相应权限门禁卡；Intern administrator could apply corresponding access cards from appropriate SCR of different sites.
- 4) 实习生来上班时，由指定的实习生管理员负责核准个人信息，收存有效证件，发放门禁卡，实习生核对门禁卡号并在《临时卡申请/登记表》签字确认；Intern administrator is responsible for verifying personnel information and gathering valid documentation, issuing access card to intern. Intern should check the number of the access card and sign on the Temporary Card Request/Registration Form to make confirmation.
- 5) 实习生管理员将《临时卡申请/登记表》提交至保安处存档。Intern administrator should submit the Temporary Card Request/Registration Form to guard for filing.

5.4.3.2. 车间内注意事项 Announcements in Workshop

- a) 实习生进入车间后的管理由车间管理人员或指定实习生管理员负责；Workshop leaders are in charge of the intern mgt. while they are in workshop.
- b) 实习生使用部门或实习生管理员负责监督实习生在公司期间遵守公司的安全制度；Workshop leaders and intern administrators both should urge the intern to keep compliance with security standard while they are in workshop.
- c) 工作完成后实习生管理员负责门禁卡的回收，并将门禁卡交回监控室换回实习生有效证件。Intern administrator is responsible for surrendering their access cards and return them to SCR to retrieve their valid documentation before leaving the building.

6. 门禁卡的管理 Access Badge Mgt.

公司给每位员工发放带本人照片的门禁卡，门禁卡根据员工工作岗位及工作时间设置进出权限和有效进出时间（生产及协助生产人员的有效进出时间是 00:00:00~23:59:59，生产职能组人员的有效进出时间是 06:00:00~23:59:59，行政人员在办公区的有效进出时间是 00:00:00~23:59:59）。员工凭门禁卡经门禁系统验证后，在有效时间内方可进入相应区域，员工门禁卡仅限本人使用，严禁把本人的门禁卡借给他人使用。

Each employee will be issued ID badge printed with his own photo. The badge will be granted with access and valid access period against their job and working hours. The valid access period is from 00:00:00 to 23:59:59 for employee working in production departments or assisting production, from 06:00:00 to 23:59:59 is for official employee. Employee can access by swiping his own badge to the card reader during authorized period. It is prohibited to borrow his own

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badge to others.

6.1. 门禁卡的分类 Classification of Access Badge

分类 Type	权限 Access	对象 For whom	照片 Photo
生产中心员工卡 ID badge for employees of production center	以工牌颜色标识不同区域: 可进高安区: 红色 不可进高安区: 蓝色 Identify different areas with the color of the work plate: Allow to Safety Zone: Red No access to high safety zone: blue	生产员工 Employees of production center	Y
生产中心新员工临时卡 Temporary card for new employee of Production Area	依不同岗位而定 Decided by position	生产员工 Employees of production center	N
访客卡 Temporary card	无权限 no access 颜色: 白色 Color: white	访客 Visitor	N
生产区参观卡 visitor card for production area	只有通道权限 mantrap 颜色: 橙色 Color: orange	临时	N
应急卡 Emergency Card	所有门禁权限 All access right 颜色: 红色 Color: red	N	N

6.1.1. 权限的详细设定请参考《岗位权限对照表》，研发中心权限按研发管理部要求设定。

Details about access right can be found in Compassion Form for Position and Access Right.
Access right of R&D Center is allocated by R&D Administration Dept.

6.1.2. 放置在监控室内的门禁卡（含：访客卡、临时卡、应急卡）均需要每季度审核其权限和数量的一致性。

Quarterly check the access and quantity of access badges storing in security control room, including visitor card, temporary card, emergency card and construction card.

6.2. 门禁卡的发放 Issue of Access Card

6.2.1. 新雇用员工在完成入职手续后，当天办理新员工临时卡，生产中心新员工临时卡的权限根据新员工的岗位按照《岗位权限对照表》设置，总部员工新员工临时卡开通信息楼所

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有门禁权限，发放时记录在《新员工临时卡发放回收登记表》中，发放正式员工牌时需要回收此临时卡，并立即取消新员工临时卡的权限。

Issue temporary card to new employee on the day they complete all the entry procedure. The temporary card for Pro. Center will be programed with the access right according to the position defined on the New Employee Entry Form. For Keydom headquarter, badge will be programed with all access to Keydom building. Record should be maintained on the Temporary Cards Use Registration Form. Surrender the temporary card while issue formal employee ID card and deactivate all the access rights of the temporary card for new employee immediately.

6.2.2. 新员工在一个月内办理正式员工牌。生产中心的员工，安全策略部会按照新雇用员工的岗位，根据《岗位权限对照表》在门禁系统中进行权限设置。总部的员工设置所有门禁权限。所有人员都凭门禁卡刷卡进出各自的授权工作区域。

Formal badge will be issued to new employee within one month after their first working day. The badges for Pro. Center will be programed with the access right according to List of Position and Access Right by Security Policy Dept. For Keydom headquarter, badge will be programed with all accesses to Keydom building.

6.2.3. 所有的空白门禁卡都保存在监控室的保险箱里，并使用《空白门禁卡数量控制表》进行双控管理，实时记录使用数量；

All blank access badges are stored in the safe within SCR under dual control, all quantity changes will be recorded on Blank Access Badge Control Table in real time.

6.2.4. 办理员工卡时，门禁卡管理员双控打开保险柜领取新的空白门禁卡。员工卡办理完成后，员工需要在《门禁卡发放登记表》上签收员工卡。

Access card administrators open the safe under dual control to get blank card to make employee ID card. While employee ID card made, employee should sign for the employee ID card on the Badge Access Issuance Registration Form.

6. 3. 门禁卡的回收 Retrieve of Access Card

当有员工辞职、解雇时，安全策略部负责回收其门禁卡，取消其门禁权限，执行销毁动作，并记录在《门禁卡回收/销毁登记表》上。

Security Policy dept. is responsible for gathering, deactivating and destroying employee ID badge for the employee terminated. Destruction should be recorded on the Badge Access Recycling/Destruction Registration Form.

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6. 4. 门禁卡的丢失损坏管理 badge Loss and damage Procedure for access

当员工、保安或其他人员发现门禁卡（包括员工卡、临时卡、访客卡）丢失或损坏时，须立即报告安全策略部，并使用《人员权限变更/补卡申请单》申请补办。门禁卡管理员应：

Employee, guard or others should report to security dept. if any access card has been found to be missing or damaged, apply for re-make by Personnel Access to Change/Re-make Card Application Form. Access card administrator should:

- 1) 立即取消所丢失、损坏门禁卡的所有权限； Deactivate the access rights of the missing or damaged access card immediately.
- 2) 监控室保险柜双控领取新的门禁卡； Get new blank access card from the safe within security control room under dual control.
- 3) 根据《人员权限变更/补卡申请单》设置新门禁卡的卡号，并将其信息记录在《丢失/损坏门禁卡清单》中。 Set the access right according to the information in Comparison Form for Position and Access Right and Personnel Access to Change/Re-make Card Application Form. Make record on List of Lost/Damaged Badge Access.

注意事项：由于个人原因造成员工牌遗失，需要补卡时，将由员工个人支付工本费，且由人力资源部代扣；员工牌折弯/折断/...失效，需要补卡时，员工无需支付工本费。

Remark: Re-make access card for personal reason, the fee should be bore by employee. HR is responsible for withholding the fee. Re-make access card for demagnetization/bending..., employee do not have to bear the fee.

6. 5. 其他 Others

6.5.1. 当公司生产中心内部员工确因工作需要，需要临时进入生产区内时，员工向监控室的保安出示员工卡，告诉保安需要进入的区域，保安将会要求该员工在《临时卡使用登记表》上登记，并需要所进区域的主管及以上级别的领导到监控室签字确认，换临时卡进入。离开时换回员工卡。

If employee belonging to production center needs to enter into production area for a short time, they can exchange temporary card with corresponding access right with their employee ID card at the security control room. Registration on Temporary Cards Use Registration Form and ask for leader of the area to be visited to sign to confirm. Get back the employee ID card by return

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temporary card while leaving.

6.5.2. 人员权限变更的设置由经授权的两位门禁卡管理员根据《新员工入职表》、《人员权限变更/补卡申请单》、《员工离职清单(生产中心)》实施，并定期（每季度）更新《人员权限一览表》给各部门领导审核确认。

Implementation of the access right changes is conducted by two authorized access card administrator according to New Employee Entry Form, Personnel Access to Change/Re-make Card Application Form and Employee Termination Checklist. Submit the quarterly updated List of Employees Permissions to dept. leader to ask for confirmation.

7. 安全培训 Security Training

7.1. 培训对象 Training Objectives

安全普及知识的培训，需要有针对性地进行。安全策略部根据不同部门、不同岗位的情形制定不同的培训资料并实施。特别是对于安全人员、金库人员、数据组人员、IT 人员、密钥管理人员需要展有针对性的培训。

Security training should be provided specifically with the training objectives. Security Policy dept. should make different training materials for different kinds of objectives. Specially for security personnel, vault keepers, data team, IT personnel and key team etc.

7.2. 培训安排 Training Arrangement

7.2.1. 新进员工：生产中心员工入职当天将进行基础安全知识培训，总部员工由人力资源部统一安排进行培训；

New employee: Provide essential security knowledge training to employee of Pro. Center on their first working day. H.R. will arrange periodical training for others.

7.2.2. 在职员工：安全策略部每年组织两次针对所有员工（包括保洁等外部服务人员）的全员安全知识培训，培训材料由安全策略部形成 PPT 文档并统一保存；

Formal employee: Security dept. provides two whole security trainings every year for all the employees, including the external service such as sanitation. Training material is maintained by security dept. in PPT.

7.3. 注意事项 Announcements

所有参加培训人员必须在《培训签到表》上签到，承诺在以后的工作中严格按照培训内容要求执行，并接受考核，考核分数在 80 分（含）以上为通过，考核不通过者需再次安排培训与考核，直至考核通过才可再次就职。

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All the trainees should sign on the Sing-in Form for Train to promise that seriously implement of the train and accept the exam, and re-take training and exam if exam grade is less than 80.

8. 员工违反安全政策的处理程序 Procedure for Employee Breach Security Policy

- 1) 每位员工在入职培训时，都将被告知，在厂区内发现的任何安全异常事件和违规现象，都有权立即报告安全策略部；

Each employee will be informed of their obligation for reporting any breach to security policy discovered within facility while taking entry training.

- 2) 可采用电话、书信、邮件等形式进行投诉和反映问题，安全策略部为每位报告人严格保密；

Complain and reflect the issue by telephone, letter or e-mail. Security dept. will keep secret for every reporter.

- 3) 安全策略部负责将反映情况记录在案，直接投寄或转送的各类报告信件，由安全策略部拆阅、分类和登记；

Security Policy dept. has responsibility to file all the reports, to open, classify and register the letter posted or transferred.

- 4) 安全策略部将分类的报告记录信件，交由安全策略部长审阅，并安排专人进行调查；

All the classified reports will be submitted to security manager for his reference and investigation arrangement.

- 5) 根据调查的结果，依据公司《员工奖惩管理实施细则》进行处理。对于情况严重的或造成重大损失的，可以终止责任人的劳动合同。

Disposition should be implemented according to the investigation and Security Performance Management Standard. For serious situation, termination for the responsibility is needed.

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9. 人员变更通知 Change Notification

对于公司的人员变动时涉及直接影响到卡产品、相关组件的安全人事变更，如高层管理者、安全策略部长、授权接受或签收敏感材料雇员的人事变动，需立即通知 GSMA 协会、VISA、MasterCard、中国银联、JCB、美国运通及相关客户。

Notify card organizations (GSMA, Visa, MasterCard, UnionPay, JCB, Amex and customers) of any security personnel changes involving card products and components, such as senior managements, Security Policy dept. minister, authorized sensitive material purchaser etc.

10. 相关文件 Relevant Documents

- 《内部安全检查作业指导书》 Security Audit Mgt. Standard
- 《生产中心员工奖惩管理实施细则》 Reward and Punishment Mgt. and Enforcement Regulations for Employee of Production Center

11. 相关记录 Relevant Record

- 授权带访客进入厂房人员清单 List of Authorized Staff to Bring Visitors Into Facility
- 授权审批人员清单 List of Authorized Staff to Approval
- 访客入厂预约申请单 The Appointment Application for Visitors Into Facility
- 访客保密协议 Confidentiality Agreement for Visitor
- 门岗访客登记表 The Door Post Visitors Registration Form
- 访客入厂登记表(GR) Visitors Enter the Site Registration Form (GR)
- 临时卡申请/登记表 Temporary Cards Application/ Registration Form
- 岗位权限对照表 The Comparison Table of Post and Permissions
- 临时卡使用登记表 Temporary Cards Use Registration Form
- 人员权限变更/补卡申请单 Personnel Access to Change/Re-make Card Application Form
- 人员权限一览表 List of Employees Permissions

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- 培训签到表 Training Attendance Sheet
- 访客入厂登记表(SCR) Visitors Enter the Site Registration Form (SCR)

12. 引用相关记录 Relevant Record Quoted

- 员工基本信息表(生产中心) Employee Basic Information Form (Pro. Center)
- 实习生基本信息表 Trainee Basic Information Form
- 新员工入职表 New Employee Registration Form
- 员工保密协议(生产中心) Employee Confidentiality Agreement (Pro. Center)
- 员工调动审批单(生产中心) Employee Post Change Request Form (Pro. Center)
- 员工离职清单(生产中心) Employee Termination Checklist (Pro. Center)
- 新员工临时卡发放/回收登记表 New Employee Temporary Card Issuance/Recycling Registration Form
- 空白门禁卡数量控制表 Blank Access Badge Control Table
- 门禁卡发放登记表 Badge Access Issuance Registration Form
- 门禁卡回收/销毁登记表 Badge Access Recycling/Destruction Registration Form
- 丢失/损坏门禁卡清单 List of Lost/Damaged Badge Access

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