

HAVAL

Attendance System Building in HMMR (current situation and proposal)

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Content

1

Comparison of attendance systems of GWM and HMMR

2

Current situation & problems of attendance system in HMMR

3

Proposal on building attendance system in HMMR

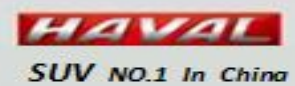
4

Next step work

Comparison of attendance system of GWM and HMMR

| | | | | |
|---|--|--|---|--|
| | | | <p>The attendan ir</p> | <p>1. In this case, what is the purpose to s being late?</p> |
| # | <p>Face scan the offic result</p> | <p>I have discussed the question with Elena, she told me we couldn't give any official warning to employee because of forgetting scanning the face. Because the face scan result is nothing according to the law of RF</p> | <p>ce scan record and data official information to su</p> | <p>2. In future, how to prove officially that is late, how to judge the employee is la</p> |
| 1 | <p>All the emp your leader agree, will in the atten month.</p> | <p>you work the whole day. If not explained</p> | <p>the employees must scan fac explanation the same day to HR employer can only make warnin deductions.</p> | <p>3. If being late for 2 minutes for exampl kind of result will the employee get?</p> |
| 2 | <p>If you are la min.- dedu hour - dedu</p> | <p>About how to control the overtime hours, Elena mentioned to me a method. The time of leave to company after work must be confirmed by guards and signed by employee, then the time will be compared to the application, if the time is longer or shorter than application, we will ask employee to make an additional explanation. We will calculate the overtime according to actual data.</p> | <p>If you are late - scan your face a signed by leader. If acceptable r disciplinary reprimand for the employee. <u>Being late 4 or more hours without official reason - "one single serious violation" by Russian Labour Law - dismissal as discipline reprimand can be applied by initiative of Employer.</u></p> | <p>4. If somebody come to office late for 1 go home earlier for 15 minutes becaus reason, how to calculate his attendanc to law of RF, how to control it in our co future?</p> |
| 3 | <p>If required advance, at but if you f overtime.</p> | | <p>Apply for overtime made in 1C and hard copies of all the necessary document should be prepared and kept in archive (application for overtime work by leader, personnel order) and employee should certify the consent and familiarization by personal signature on these documents.</p> | |

Comparison of attendance system of GWM and HMMR



| | The attendance principle of GWM | The attendance principle building in HMMR |
|---|--|--|
| # | Face scan record and data of attendance system is the official ground to support the attendance result | Face scan record and data of attendance system <u>cannot</u> be official ground to support the attendance result |
| 4 | <p>If member goes out of office because of work - must scan face to record the time they leave. If can't return back to office to scan face - need to apply in the attendance system to explain.</p> <p>After being approved by department director, submit to HR to put on record. HR will record the attendance normally. But if no any application, at the end of the month, the attendance of the employee will be deducted corresponding hours.</p> | <p>If member goes out of office because of work - must scan face to record the time of leave. All leaves (time in-time out) are registered in the special log-book. If will not back to office and not possible to scan out - mention in log book.</p> |
| 5 | Business trip, vacations and other kinds of leave with payment are considered to be a part of normal attendance, unnecessary to calculate salary and pay money in advance. | Business trip, vacations and other kinds of leave with payment are considered to be a part of normal attendance, all related documents are made by HR prior to event in compliance with Russian Labour Law. Advance pay - only for regular vacation - 3 working days before vacation start. |
| 6 | After HR calculated the monthly attendance result, every employee should confirm whether his attendance is right or not, if right, he should sign his signature on the paper by himself. | Not necessary as salary cannot be based on attendance in RF. Time sheet is formed in 1C and only full day absence can be reflected in the time sheet in case of official reason: all types of vacations, business trip, sick leave, government duty, donor duty). In case of unreasonable absence during 4 and more hrs and no decision to dismiss then time sheet reflects only factual presence time and paid accordingly. |

Current situation and problems of attendance in HMMR

Current Situation:

- ❑ Face Scan system introduced for Russian staff members in HMMR from Feb 1, 2018
- ❑ 2 Face Scan machines operate in construction temporary office and in office 1-06
- ❑ All Chinese and Russian staff members scan face (start work/finish work/leave office during work day, etc.)
- ❑ Face Scan discipline rules are established in obligatory Internal Labour Regime Regulation of HMMR
- ❑ Data of Face Scan is analyzed on monthly basis from May 2018



Current Problems:

- ❑ Face scan discipline is not perfect, culture building is in process
- ❑ 2 main problems with scanning:
 - members sometimes forget to scan (aver 15% records/month)
 - sometimes Face Control Machine errors (aver 8% records/month)
- ❑ If no records of scan –check and analysis is manual, takes time
- ❑ Queue in the morning and evening in office 1-06 as only 1 scan machine
- ❑ If forget to scan - not possible to apply punishment as not enough ground by RF legislation



Proposal on building attendance system in HMMR

Continue to develop attendance system and ensure it's implementation is formal and formally

As mentioned in the presentation, the face scan result can't be the official data. How to use the face scan result in future? For what kind of functions?

Required actions:

Continue to work with SINOMA provider to install Face Scan Machines in 9 buildings of

I think Mr.Zhang may ask following questions if based on the attendance control system of GWM:

1. What kind of system can be official system to control attendance? Or there is no such kind of system at all because of the reason of law?
2. What is the standard attendance calculation method in Russia according to the law of RF?
3. How do we plan to control being late or go home early in future?
4. How to control work overtime in future? For example, one employee apply for 3 hours overtime, but actually, he only work for 2 hours or 5 hours. In this case, how to control?
5. Some plants use finger machine, the purpose is to control the attendance or other reasons?
6. How other plants control the attendance in Russia?

principle:

Attendance at working place

Attendance system and maintain data



Gustav Mahler

Proposal on building attendance system in HMMR

Face Scan Machines (FSM) Plan

| Building | Place | | Qty |
|---------------------------|---------------|---|-----------|
| Stamping | 01-110 | South-West entrance | 1 |
| Welding | 02-105 | Main entrance | 1 |
| | | | 1 |
| Paint | 03-163 | Main entrance | 1 |
| | | | 1 |
| Assembly | 04-101 | Main entrance | 1 |
| | | | 1 |
| | | | 1 |
| Central WH | 06-101 | Main entrance to WH office building | 1 |
| Main Office | 07-214 | 2 floor | 1 |
| | | | 1 |
| | 07-301 | 3 floor | 1 |
| Canteen/offices | 09-206 | Office 2 floor | 1 |
| | | | 1 |
| Power Generation Workshop | 13-103 | Entrance | 1 |
| Finished product premises | 20-101/20-111 | Between hall and certification issue room | 1 |
| Total FSM | | | 17 |

No FSM on 4th floor

Next Steps (short term)

- Continue to build discipline culture with Face Scan
- Leaders and HR remind on regular basis and control
- Supply 1 additional Scan machine from China for 1-06 ASAP

Next Steps (long term)

- Educate well every new staff member on Face Scan discipline in HMMR
- Adjust Internal Labor Discipline Regime Regulation when Scan machines exist in all premises
- Implement integration of Face Control data and time sheet in 1C for easy and quick check
- Apply for disciplinary reprimands if violation of discipline
- Add 2 scan machines on the 4th floor of main office to work scope of SINOMA contractor

QUESTIONS?

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LEADER SUMMARY