

Regulations of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Environmental Management

I. Definitions and Terms

1. Work Environment

Refers to the conditions surrounding processes that affect manufacturing and product quality. These conditions can be human factors (psychological, social) or physical factors (temperature, humidity, cleanliness, dust, etc.).

2. 6S

Refers to six aspects: tidiness, arrangement, cleaning, hygiene, literacy and safety

2.1 Tidiness: Items and equipment in office and workspaces are clearly categorized into needed and unneeded items. Needed items are properly stored, while unneeded items are disposed of or scrapped.

2.2 Arrangement: Needed items are arranged neatly according to specified positions and quantities, with

clear labeling to reduce the time spent searching for needed items.

2.3 Cleaning: Offices and work environments are cleaned to maintain a state of cleanliness and tidiness, free of rubbish, dust, dirt, and contaminants and prevent the occurrence of pollution.

2.4 Hygiene: Practices of tidiness, arrangement, and cleaning are carried out consistently and maintained. Implementation practices are standardized and institutionalized.

2.5 Literacy: Starting from a "humanistic" perspective, rational improvement activities such as tidiness, arrangement, cleaning, and hygiene are used to cultivate a common management language among all staff, fostering good habits of adhering to standards and regulations and promoting the overall improvement of management levels.

2.6 Safety: refers to providing employees with a safe and comfortable working environment in a series of activities such as work status, behavior, equipment, and management.

II. Responsibilities and Requirements

1. Responsibilities of the Office Environment Competent Department and Management

1.1 Establish and improve relevant management systems and standards.

1.2 Equip and perfect various hardware facilities in the office environment and supervise property management for daily maintenance, such as fire facilities, drinking water facilities, elevators, indoor greening, public signs, public bulletin boards, lighting equipment, toilet facilities, and air conditioning equipment.

1.3 Supervise property management units in conducting daily cleaning and disinfection of public areas in the campus.

1.4 Supervise property management units in conducting daily safety inspections and rectifications in the campus.

1.5 Regularly conduct inspections and rectifications to ensure a 6S campus.

1.6 Carry out publicity work to strengthen the awareness of office environment maintenance among staff at SIAT.

1.7 When incidents occur, such as financial loss or damage to public property in the workplace, actively coordinate or cooperate in problem resolution.

2. Responsibilities of Departments/Units and Management

2.1 Cooperate with the competent department in conducting inspections and rectifications of the office environment.

2.2 Conduct relevant publicity and training for department personnel.

2.3 Cooperate with the competent department in improving various equipment and facilities in the office environment, and promptly report and handle problems.

3. Employee Responsibilities

3.1 Take care of public property, refrain from unauthorized use of public items and firefighting equipment, and refrain from deliberately damaging public property.

3.2 After work, promptly clean up and store files and items on the desktop to maintain a tidy workspace.

3.3 Properly manage personal finances and do not store personal valuables in the office area.

3.4 Smoking is prohibited in the office area outside the designated smoking areas.

3.5 Flammable and explosive materials are prohibited from being stored in the office area.

3.6 Ensure electrical safety, do not tamper with electrical wires, and turn off lights, air conditioners, and other electrical devices after work.

3.7 Do not make loud noises in the office area.

3.8 Take care of public environmental hygiene, and do not spit or litter in the office area or outdoor campus.

3.9 Take care of the campus's greenery, do not step on the lawn, climb trees, or intentionally damage trees.

3.10 Do not place personal items in public areas or engage in activities that obstruct public safety or others' normal work.

3.11 Posting any form of paper outside the designated propaganda areas in public areas is prohibited to prevent damage to the walls.

3.12 Eating is prohibited in the office area (except for fast food such as bread, cake, and biscuits) to avoid food odors affecting others' normal work.

III. Punishment

Individuals who cause loss of public property due to non-compliance with regulations shall be compensated based on the price of the item or the cost of repair.