



# 2011年度进展报告

UNITED NATIONS GLOBAL COMPACT  
COMMUNICATION ON PROGRESS 2011

长沙华能自控集团  
CHANGSHA HUANENG AUTOMATIC CONTROL GROUP

2012. 06

# 目 录

## Contents

高管致辞.....	1
Statement of Managing Director.....	1
企业简介.....	4
Company Profile.....	4
经济绩效.....	8
Economic Performance.....	8
一、承诺与制度 Commitment and system .....	8
二、工作与成果 Work and Achievements .....	10
三、反馈与评价 Feedback and evaluation.....	12
环境绩效.....	14
Environmental Performance .....	14
一、承诺与制度 Commitment and system .....	14
二、体系与政策 System and policy.....	15
三、工作与成果 Performance and achievements.....	16
四、反馈与评价 Feedback and evaluation.....	20
社会绩效.....	22
Social Performance .....	22
一、承诺与制度 Commitment and regulation .....	22
二、体系与政策 System and policy.....	22
三、工作与成果 Achievements .....	23
四、反馈与评价 Feedback and evaluation.....	29
人权绩效.....	31
Human Rights Performance .....	31
一、员工保障 Security for staff .....	32
二、员工关爱 Caring for staff .....	33
三、员工培训 Staff training.....	35
四、员工发展 Staff development.....	38
五、员工反馈 Staff feedback.....	39
未来愿景.....	43
Future Vision .....	43
未来三年发展规划 Development plan in the next 3 years.....	43

## 高管致辞

## Statement of Managing Director



2011 年是国家“十二五”规划的开局之年，也是公司发展关键的一年。回首这一年，随着美债、欧债危机影响到中国的实体经济，国际国内的经济环境均不稳定。面对跌宕起伏的经济形势，我们积极应对，全力把握好企业的航向，适时调整经营思路和策略，扎实有效推进各项工作，实现了年度主要任务，产业结构、组织架构等也实现了预期的目标。

2011 is the beginning year of the national pre-planning "Twelfth Five", and the critical year for the development of HNAC. Looking back the year 2011, the international and

domestic economic environment shows instability due to the debt crisis in USA and European countries affected the real economy in China. We positively responded to the ups and downs of economic situation, fully grasped the orientation of the enterprise, adjusted management mentality and strategy in time and promoted each work effectively. The major annual tasks are basically fulfilled; and the expected goals regarding industrial structure and organization chart are realized.

经过多年稳步发展，公司已成长为中国最大的中小型水电、水利综合信息处理及自动化控制系统的产研机构，产品持续位居全国市场占有率第一。2011 年，公司成为了中国能源行业小水电机组标准起草单位；“中小型水电站完全无人值班运行模式技术研究及应用”成果通过了部级鉴定；成功组建了省级“企业技术中心”及“水利水电自动化控制工程技术研究中心”；协助科技部顺利举办了“2011 年中小水电信息化技术国际培训班”，向来自印度、巴西、墨西哥等十多个国家的学员深层次地宣传和推介了中国的水电技术经验及水能资源领域的优势产品。值得一提的是，2011 年 9 月 9 日，公司完成改制，经国家工商总局核准，正式更名为“华自科技股份有限公司”，这是公司发展历程中的一座里程碑，它标志着公司治理的规范化达到了一个新的台阶。

With development over dozens of years, HNAC gradually grows to the largest domestic R&D institution regarding integral information process and automatic control system in the fields of medium-and-small hydropower and water conservancy, taking up the largest domestic market share in automatic control equipment in the fields of medium-and-small hydropower and water conservancy. In 2011, HNAC become the draft maker of the Standard on Small Hydropower Generating Units for China Energy Industry. The result on Research and Application on Operational Mode for Fully Unattended Small & Medium Hydropower Station got through the ministerial appraisal. The provincial Enterprises Technology Center and the Research Center for Automatic Control Engineering on Water Conservancy & Hydroelectricity were established successfully. Also in 2011, HNAC assisted the Ministry of Science and Technology to fulfill the 2011 International Workshop on Informatization Technology for Small and Medium Hydropower, we successfully shared the technology experience on Chinese Hydroelectricity, and promoted the superior product in the field of Hydro Energy Resource to participants from India, Brazil, Mexico and other courtiers. It's worth mentioning that on September 9<sup>th</sup>, 2011, the company completed the restructuring, got approval by the State Administration for Industry and Commerce, and officially change the company name to be HNAC Technology Co., Ltd. This is one milepost for the development history of the company, and marks the standardization of company management achieve the new higher step.



2011 年中取得的点滴成绩，都将进一步推动我们以推广中国中小水电的成熟经验和先进设备为己任，为全球中小水电事业、环保事业的进一步发展贡献更大的力量。

The achievement in 2011 drive us to contribute more to the further development of global small hydropower and environmental causes, and to undertake the task of promoting the proven experience and advanced equipment in small hydropower industry in China.

新的一年，新的希望。2012 年将是公司上市三年辅导期的最后一年，作为立志成为中国乃至世界电站装备百年老店的华自科技，我们承诺将继续遵守全球契约组织的十项基本原则，以“坦诚、务实、合作、进取”的工作作风提升企业和个人的双重成长，为实现世界水电设备制造行业的发展做出新的贡献！

New Year breeds new hope and vitality. 2012 will be the last year of the 3-year coach period for company listing. Carrying our resolve to be the a century enterprise for power station equipments both in China and global stage, we promise to continue adhering to the 10 base principles of global compact, and improve the growth to the industry as well as individuals under the guidelines of frankness, practicality, cooperation and enterprise, and strive to make new contribution for the development of hydropower equipment manufacturing industry in the world.



## 企业简介

## Company Profile

名 称	长沙华能自控集团有限公司
Name	Changsha Huaneng Automatic Control Group Co., Ltd (HNAC)
法人代表	黄文宝
Legal Representative	Huang Wenbao
主营业务 Main Businesses	<p>计算机系统控制工程、电力系统智能化产品、电工器材及电子新产品的制造与销售，自营和代理各类商品和技术的进出口、机电安装业务。</p> <p>Computer system control projects, electric power system intelligent products, manufacturing and sales of electrical materials, electronic products, self-operation and agency of all kinds of goods and technology import and export, electromechanical installation.</p>
公司地址 Address	<p>中国长沙高新区麓谷工业园麓松路 609 号</p> <p>No. 609, LuSong Rd., LuGu, Changsha, Hunan Province, China (410205)</p>
联系电话 Telephone	+86-731-88238888
传 真 Fax	+86-731-88907777
公司网址 Website	www.cshnac.com
电子邮箱 E-mail	overseas@cshnac.com

联合国工业发展组织国际小水电中心水电控制设备制造长沙基地：

UNIDO ICSHP (United Nations Industrial Development Organization International Center on Small Hydropower) Hydropower Control Equipment Manufacturing Changsha Base

联合国工业发展组织国际小水电中心水电控制设备制造长沙基地，是由国际小水电中心，长沙市人民政府和长沙华能自控集团共同创建的，基地位于国家级长沙高新技术产业开发区麓谷园区。

UNIDO ICSHP Hydropower Control Equipment Manufacturing Changsha Base, jointly founded by ICSHP, Changsha Municipal Government and Changsha Huaneng Automatic Control Group, is located in Changsha National High-tech Industrial Development Zone, i.e. LuGu.

作为长沙基地的承载主体，长沙华能自控集团，创建于 90 年代初期，2010 年 6 月被正式挂牌成为联合国工业发展组织国际小水电中心在全球唯一的水电控制设备制造基地。集团核心企业，[华自科技股份有限公司](#)，是湖南省和长沙市政府重点支持的拟上市企业。

As the barrier of Changsha Base, Changsha Huaneng Automatic Control Group, established in early 1990's, was officially awarded in June, 2011 as the globally unique hydropower control equipment manufacturing base under UNIDO ICSHP. HNAC Technology Co., Ltd, as the group core enterprise, will be listed on the stock market under the full support of Hunan Provincial Government and Changsha Municipal Government.

公司致力于为水利水电、电力及工业用户提供自动化整体解决方案并实现“交钥匙”工程，是联合国工业发展组织国际小水电中心全球唯一的控制设备研发制造示范基地；是原电力部重点产品定点生产企业、国家城乡电网建设与改造工程首批推荐企业；是水利部“泵站自动化及信息化”、“电站自动化设备应用指导意见”等自动化控制设备行业标准的主要起草单位。至今为止已为全球 32 个国家 6000 余厂站提供了高效优质的产品与服务，其中水电站自动化控





制设备市场占有率位居全国乃至全球第一。

HNAC devote itself to provide the automation system integrated solution for the users of water conservancy, electric power and industrial areas and realize the *Turnkey Project*. It is the global unique control equipment researching and manufacturing base under UNIDO ICSHP, a pointed production enterprise for key products of National Electricity Company, a recommended enterprise for national urban and rural power grid construction and transformation projects, the main drafter of for MWR automatic control equipment industry standards, such as Pump Station Automation and Informatization, Application Guide for Power Plant Automatic Equipments, etc. Till now, we have provided our effective and superior products and services to 32 foreign countries and over 6000 users. And now our hydropower automatic control equipments take the first market share all over China and even the world.

2009 年，公司作为中国水利部“完全无人值班水电站”项目的试点实施唯一承接机构，先后启动了三个示范（试点）水电站项目的实施改造，2011 年 5 月，国家水利部国际合作及科技司主持和组织了对该项目的科技成果鉴定，认定该项目为国际领先水平，并将对国内中小水电站技术进步和管理提升起到极大的推动作用。2011 年 9 月 14 日，公司获批组建“湖南省水利水电自动化控制工程技术研究中心”，该中心的立项，标志着我公司自主创新能力的增强；标志着公司已初步形成以企业为主体、市场为导向、产学研相结合的技术创新体系；标志着公司产品科技水平的提高和工程化、产业化能力的提升，更是对公司在水利水电自动化控制领域排头兵位置的肯定。

As the unique institute undertakes the Fully Unattended Hydropower Station pilot project of the Ministry of Water Resources (MWR), HNAC started the transformation of three pilot hydropower projects successively since 2009. And in May of 2011, the project is highly evaluated





by the Department of International Cooperation and Science under MWR. They predict it will greatly promote the technical progress and management improvement of domestic small and



medium hydropower. On September 14, 2011, HNAC was approved to set up the Research Center for Automatic Control Engineering on Water Conservancy & Hydroelectricity in Hunan Province.

目前，公司正在建立全球唯一以中小水电、水利信息综合处理及自动化控制为主要研究方向的国家级工程技术中心，积极促进我国水电控制设备信息和技术与国际同行的合作，并实质推动以基地作为长沙乃至全国电站装备产业国际化战略的公共平台，我们期待您的见证。

At present, HNAC is establishing the world's unique engineering technology center with main research fields on small and medium hydropower, water conservancy information processing and automation control. This is to promote our cooperation with domestic hydropower control equipment information and technology and international counterparts and make Changsha Base the hydropower industry international public platform. We are expecting your witness.

# 经济绩效

## Economic Performance

### 一、承诺与制度 Commitment and system

1、2011年，为加快上市工作进程，再次引进战略投资者，完成第二轮增资扩股工作，确保股权的清晰、明确，逐步注销原长沙华能自控集团旗下四家全资子公司，并于当年9月将湖南华自科技有限公司改制为华自科技股份有限公司，注册资本增至7500万元。

1. In 2011, for the purpose of accelerating the listing progress, HNAC gradually cancelled the four wholly-owned subsidiaries of Changsha Huaneng Automatic Control Group and restructured into HNAC Technology Co., Ltd. from Hunan Huazi Science & Technology Co., Ltd. in September of the same year. The registered capital increased to RMB 75 million Yuan.

2、勇于承担社会责任，向发展中国家输出中国的先进技术与理念。2011年8月，承担科技部首届“中小水电信息化技术国际培训班”，本届培训班为期20天，共有来自印度、巴基斯坦、巴西、哥伦比亚、墨西哥、乌干达等15个国家21名学员参加了本次学习与交流。通过本次培训，在一定程度上促进了发展中国家中小水电自动化、信息化的发展，让中国的技术优势与学员国的一些资源优势良性互动，进一步推动了中小水电信息化成果转化、技术转让的国际化进程。同年，由中国水力发电工程学会授牌的水电控制技术培训中心正式落户本公司，这是对公司多年来在水利水电专业人才培养方面成绩的极大肯定。

2. HNAC actively undertook the social responsibility by sharing and exporting advanced technology and ideas to developing countries. In August of 2011, HNAC undertook the first International Workshop for Small and Medium-sized Hydropower Information Technology sponsored by the Ministry of Science and Technology. The workshop lasts for 20 days training for



21 students from 15 countries including India, Pakistan, Brazil, Columbia, Mexico and Uganda etc.

The workshop, to a certain extent, promoted the development of small and medium-sized hydropower automation and information technology and further promoted the international process of achievements transformation and technology transfer in small and medium-sized informatization by positive interaction of resource superiority. In the same year, HNAC achieves to be the Hydropower Control Technology Training Center awarded by Chinese Society of Hydroelectric Engineering, this honor bring HNAC enormous affirmation in personnel training in water conservancy and hydropower engineering industry over the years.



3、积极响应并落实“十项原则”，如在反贪污方面，建立企业廉正制度，与责任人员签署廉正保证书并严格执行，杜绝在企业经营过程中，因采购、销售所发生的各种行贿受贿行为。

3. HNAC positively carried out "Ten Principles". For example, in fighting corruption, it established enterprise integrity system, signed staff integrity guarantee for enforcement, put an end to all kinds of bribery caused by procurement and sales in enterprise business process.

## 二、工作与成果 Work and Achievements

1、截止到 2011 年底，公司产品已在全国三十一个省、（直辖市、自治区（包括台湾地区）5000 多个用户成功投运，出口到印度、土耳其、智利、尼日利亚、越南、等全球 32 个国家。

1.By the end of 2011, HNAC products have been successfully operated in 31 provinces including more than 5000 users, and exported to more than 32 overseas countries such as India, Turkey, Chile, Nigeria, Vietnam, etc.



2、2011 年公司签订销售合同额近 5 亿元，同比 2010 年增长 30%多，上缴税金 2700 多万元，解决就业 700 多人。

2.In 2011, the total amount of sales contract reached almost RMB500 million, which raised more than 30% year-on-year. HNAC paid taxes over RMB 27 million Yuan, and solved the employment of more than 700 people.

3、2011 年度，公司新增专利 12 项，新申请专利 17 项，其中发明专利 1 项；承担国家级科技项目 1 项，省、市级计划项目 6 项；“中小型水电站完全无人值班运行模式技术研究及应用”通过部级科技成果鉴定。

3.In 2011, the company added 12 new patents, 17 patent applications, including 1 inventive patent; assumed 1 national science and technology project, 6 items of provincial and municipal

projects; Research and Application on Operational Mode for Fully Unattended Small & Medium Hydropower Station got through the ministerial appraisal.

4、2011 年，公司还获得多项国家和省部级荣誉，包括：

5 月，华自 HZOP3000 水电站优化运行系统 V2.0 获评第十五届软件博览会金奖；

6 月，获评湖南省“小巨人”计划企业荣誉称号；

6 月,获评 2010 年度湖南省私营企业 100 强；

8 月，MTC-3SW 水电站完全无人值班自动化系统产业化获批国家火炬计划项目。

11 月，被湖南省企业信用评价中心评为“AAA 级信用企业”。

12 月，公司被中华全国工商业联合会授予全国科技创新企业奖；

12 月，MTC-3W 污水处理自动化系统 V3.0 获评湖南省 2011 年自主创新产品称号；

4.In 2011, HNAC was awarded:

In May, Huazi HZOP3000 HPP optimal operation system V2.0 was named the Gold Award at the 15th Software Exposition;

In June, HNAC was awarded enterprise honorary title Hunan *Little Giant*;

In June, HNAC was ranked top 100 Hunan Private Enterprise;

In August, MTC-3SW HPP completely unattended automatic system industry was awarded the National Torch Program projects;

In November, HNAC was awarded AAA *Credit Enterprise* by Hunan Enterprise Credit Evaluation Center;

In December, HNAC was awarded the National Technological Innovation Enterprise by National Federation of Industry and Commerce;



In December, MTC-3W sewage treatment automation system V3.0 won the title of 2011 Hunan Province Independent Innovation Product.

### 三、反馈与评价 Feedback and evaluation

#### 1、创新平台建设取得重大突破:

Innovation platform construction makes a major breakthrough

8 月，公司企业技术中心通过省级企业技术中心认定，此举不仅是对公司研发中心建设和取得成绩的肯定，更是一种鞭策，对中心今后的科研发展提出了更高要求。“十二五”期间，本公司企业技术中心将坚持走自主创新道路，进一步提高核心竞争能力，通过 2-3 年的努力，争取把本企业技术中心建设成为国家级企业技术中心。

9 月，湖南省水利水电自动化控制工程技术研究中心获批在本公司组建。

In August, the company enterprise technology center was approved by the provincial enterprise technology centre. It was not only the affirmation for construction and the achievements of HNAC Research and Development Center, but also a spur to the future development of scientific research. During 12th Five-Year period, our technology center will adhere to the road of independent innovation and further improve the core competitive ability. We will endeavor to make our technical center become national enterprises technology center in the future 2-3 years.

In September, Research Center for Automatic Control Engineering on Water Conservancy & Hydroelectricity in Hunan Province was approved be built in HNAC.

2、政府对公司的资金及政策扶持力度加大：全年获国家、省、市各类资金支持达 200 万元。





HNAC got more funds and policy support by government in 2011, the total support funds from national, provincial and municipal is about two million RMB.

3、由本公司自主研发的“中小型水电站完全无人值班运行模式技术研究及应用”通过水利部组织的科技成果鉴定，鉴定结论为：该成果填补了小型水电站无人值班运行模式技术研究的空白，达到国内领先水平。

The Research and Application on Operational Mode for Fully Unattended Small & Medium Hydropower Station autonomously researched and developed by HNAC was evaluated for the scientific and technological achievements and got through the appraisal by Ministry of Water Resources. The identification conclusion is the achievement filled in gaps in unattended operation mode technology research of small-sized hydropower stations and reached the advanced level in China.





# 环境绩效

## Environmental Performance

### 一、承诺与制度 Commitment and system

公司为树立良好的企业品牌形象，充分体现企业的社会责任，将环境友好、资源节约作为公司可持续发展战略的重要内容，承诺在经营过程中，持续实行节能减排，不断减少单位产量的碳排放。大力支持低碳运营的声明和主张，注重履行公司环境保护的职责，通过各项措施有效实现环境保护与可持续发展。公司于2009年顺利通过GB/T24001-2004环境管理体系认证及GB/T28001-2001 职业健康安全管理体系认证，并已通过年度监督审核。2011年5月与中国质量认证中心签订了ISO14064低碳认证合同，着手建立了ISO14064体系文件，并在体系文件的指导下，开展了一系列的工作。2011年11月顺利通过了ISO 14064温室气体排放的核查。

For establish the well enterprise brand image of company and full reflect the social responsibility of the enterprise, HNAC makes the Eco-friendly and resources economize as the important contents for strategy of sustainable development of the company. We promise to conduct energy saving and emission reduction continuous reduce carbon emission of specific yield. To support the statement and proposal of low carbon operation, pay attention to perform the company duty of environmental protection, HNAC go through different measures to achieve the environmental protection and strategy of sustainable development. In May 2011, HNAC signed contract for ISO14064 low carbon identification with CQC, and successfully pass the inspection of Requirement of Greenhouse Emission Standard ISO14064 in November.

## 二、体系与政策 System and policy

为了保证体系、标准的持续有效运行，公司在监控体系运行的过程中结合公司的各项生产经营活动、产品及服务的实际情况，根据GB/T24001-2004环境管理体系及ISO 14064 温室气体排放标准的要求，不断挖掘最具有有效性的减排机会，通过内部审核、管理评审、外部审核等方法不断提高低碳绩效。

In order to fulfill the effective operation of these system and standard, the company combines the physical truth of manufacture, product and service under the monitoring system. According to the GB/T24001-2004 Environmental Management System and ISO14064 Requirement of Greenhouse Emission Standard, the company keeps on finding the effective performance of low carbon through different ways like internal check, manage check, external check etc.

公司根据具体的情况，陆续出台了相关保持和改进整体环境保护的政策，并为环保和可持续

发展工作配备了充足的人力、物力以及技术和财力的保障。公司建立的《环境运行控制程序》、《环境/职业健康安全监测控制程序》、《能源控制程序》、《预算管理控制程序》、《监视和测量装置控制程序》等文件得到不断的优化和改进。行政中心派专人对环保和节能的具体政策的实施情况进行检查，建立了实施资源节约指标体系及考核奖惩办法，对不符合政策的行为进行纠正并采取相应措施。

According to the specific situation, the company has introduced related environmental protection policy. The company has built Environment operational control program, Environmental/occupation health safety monitoring program, Energy control program, Budget management control program, Monitoring and measure device control program. Administrative centre have specially-assigned person to inspect implementation of the policy by building the

examination for rewards and punishments, adopting the corresponding measures to inconformity action and conducting correction.

### 三、工作与成果 Performance and achievements

1、公司是湖南省第二家通过ISO 14064 温室气体排放标准的企业。2011年11月18日，湖南省质量技术监督局和中国质量认证中心（CQC）在湖南长沙联合召开促进湖南低碳经济发展研讨与认证宣贯会议，公司作为推进ISO14064体系单位的先进代表应邀出席会议。公司管理者代表喻江南先生及公司体系运行专干周军先生代表公司在会上发言，介绍公司在推广ISO14064温室气体核查的情况和实施后的成效。

1.The company is the second enterprises in Hunan to get through the ISO 14064 Greenhouse Effluent Standard. Hunan Province Quality and Technical Supervision and CQC held the Hunan low carbon economic discussion and conduction conference on November 18th 2012 in Changsha. The manager representative Mr. Yu Jiangnan and company system operator Mr. Zhou Jun make a statement on the conference to introduce the result of popularize ISO14064 Greenhouse gases inspect situation

2、2011年11月，顺利通过了中国质量认证中心对公司ISO 14064温室气体排放的核查。由中国质量认证中心（CQC）发布的温室气体核查陈述表明：长沙华能自控集团华自科技股份有限公司全年温室气体排放量为1159吨CO<sub>2</sub>当量，温室气体清除量为0吨CO<sub>2</sub>当量。温室气体排放和清除的量化、监测和报告遵从ISO 14064-1:2006的相关要求。该声明不存在实质性偏差，达到了预先商定的合理保证等级。

2.The company gets through the inspection of CQC for the ISO 14064 Greenhouse gases emission. State by CQC inspection report: The whole year capacity greenhouse gases emission of



HNAC Technology Co., Ltd. are 1159Ton CO<sub>2</sub> equivalents weight, greenhouse gases eliminate capacity are 0Ton CO<sub>2</sub> equivalent weight. The report of these two according with the requirements of ISO 14064-1:2006. This statement has no substantiality deviation, achieve the guarantee level in advance.

运行边界 Operation boundary	华自在监控保护和自动化系统的制造及管理过程中产生的直接排放、能源间接排放 Direct discharge and energy indirect discharge during the production of monitoring control and automatic system product and the management
温室气体源、汇和库 Greenhouse gases source converge and storeroom	仅有温室气体源，参见 2011 年 11 月 25 日发布的华自温室气体排放报告书(V.3) Only the greenhouse gases source, reference the HNAC greenhouse gases emission report in November 25 <sup>th</sup> 2011.
量化的温室气体种类和排放量 Kings and capacity of Quantization of greenhouse gases	二氧化碳(CO <sub>2</sub> ): 1122 吨 CO <sub>2</sub> 当量 Carbon dioxide (CO <sub>2</sub> ): 1122 Ton CO <sub>2</sub> equivalent 甲烷(CH <sub>4</sub> ): 35 吨 CO <sub>2</sub> 当量 Methane (CH <sub>4</sub> ): 35 Ton CO <sub>2</sub> equivalent 氧化亚氮(N <sub>2</sub> O): 1 吨 CO <sub>2</sub> 当量 Nitrous oxide (N <sub>2</sub> O): 1 Ton CO <sub>2</sub> equivalent 氢氟烃(HFCs): 0 吨 CO <sub>2</sub> 当量 Hydro fluorocarbon (HFCs): 0 Ton CO <sub>2</sub> equivalent
覆盖时间段 Time range	2010 年 1 月 1 日至 2010 年 12 月 31 日 From January 1 <sup>st</sup> , 2010 to December 31 <sup>st</sup> , 2010
基准年信息 Basic year information	本次为华自第一次进行温室气体量化和报告的年份 2010 年为其温室气体排放的基准年 It is the first time for HNAC to carry out the greenhouse gas quantization and report And the year 2010 is the basic year for greenhouse gas emission.

3、6S 精益管理工作在厂区得到深入的推广、实施。不仅在生产车间得到有效实施，在行政办公区域和技术研发区域也得到有效实施。通过从上到下，全员参与，6S 工作取得了长足的进步，成绩斐然。员工的素养提高了，执行力加强了，环境意识加强了。

3.6S management has been popularized and implement in workplace, not only in the workshops, but also in the administrative and technical researching areas. 6S improve the accomplishment, executive force and environmental protection awareness of our staff.

4、公司秉持“安全为根，全员预防；质量为本，精益求精；环保为源，和谐共创。”的理念，依托企业在水利水电领域的相对优势和人才团队，通过有意识的培养和吸纳优秀人才，已成为湖南省内最大的污水处理解决方案的服务商及设备供应商。在国内“污水处理”行业继续保持着领先优势，并且已为全国范围内的多个污水处理厂提供解决方案及设备供应，运行情况良好，获得用户的一致好评。通过人才及知识、经验的沉淀和积累，公司在工业水处理上面也颇有建树。2012年4月7日，公司自主研发的《MTC-3W 污水处理自动化系统》通过湖南省经济和信息化委员会组织主持的新产品鉴定，鉴定结论：国内领先。

4.The company believe that safety is the basic, all the staffs do the prevention, quality is the basic, keep improving, environmental protection is the origin, create the harmonious together. We rely on the talents team and professional comparative advantage and realize the importance for absorb and train our team. HNAC has been the biggest service provider and manufacturer of sewage treatment solution in Hunan Province. HNAC also provided equipments and salutation for many sewage treatment solutions in domestic China, and all running in stable and good condition. By the build-up of talents and experience, the company also makes a contribution on industrial water conditioning. The independent research and development product (*MTC-3W automatic sewage treatment system*) has got through by Hunan economic and normalization committee product identification.

以下是部分大型的水处理项目摘录：

The following are some large sewage treatments project:

1.

2011 年新增生活污水 水处理项目 The new increased sewage treatments project in 2011.	甘肃省定西市引洮供水一期定西市农村供水工程自动化系统 Village water supply automatic system in Yintao Dingxi city Gansu province
	湖南省溆浦县会同污水处理厂 Sewage treatment plant in Huitong Xupu county Hunan province
	辽宁省葫芦岛市老区污水处理厂提标改造工程 Sewage treatment plant in Huludao city Liaoning province
	福建宁德贵岐山污水处理厂自控项目 Automatic system of sewage treatments plant in Feiqishan Ningde city Fujian province

2.

2011 年新增工业废 水处理项目 The new increased water waste treatments projects in 2011.	安徽省铜冠铜箔有限公司 1 万吨/年高精度电子铜箔水处理系统 Sewage treatments system in Tongguan Copper foil company Anhui province
	内蒙古神华集团宁煤古神污水处理厂 Sewage treatments in Shenhua group Inner Mongolia
	株洲南方宇航环保工业有限公司长沙航空城污水处理厂 Sewage treatments plant in Changsha airplane city
	北京美华博大环境工程有限公司青海省西宁 400MW 光伏电池及组件项目一期 200MW 废水处理站总承包工程 400MW photovoltaic battery Sewage treatments plant in Xining city Qinghai province

3.

2011 年新增自来水 处理项目	望城县自来水 Tap water in Wangcheng district Changsha city Hunan province
The new increased water treatments projects in 2011	广东省汕头市南澳岛供水工程北面坑水厂自控系统、莲阳泵站自动化系 统及管理信息系统设备工程 Pump automatic system and automatic water treatments project in Nanao island Shantou city Guangdong province.

5、针对大型企业综合电力节能问题，在国家"863"计划、国家自然科学基金、湖南省节能减排重大科技专项等项目的支持下，公司和湖南大学联合研发了具有自主知识产权的先进综合电气节能关键新技术、新产品，技术先进，应用前景好，通过产业化的继续推广和实施，得到了更广泛的验证，经济和社会效益显著。

5. With regards to energy conservation issue of Major industry, support by 863 project, Natural Science Foundation of China, Hunan energy saving and emission reduction project, the company and Hunan university work together to research and develop the electric saving new technology and new product that has the property rights. It get a widely test and verify by the industrialization popularize and the economic and social benefits is outstanding.

## 四、反馈与评价 Feedback and evaluation

- 1、湖南省推进 ISO 14064 温室气体排放标准的先进企业
- 2、《MTC-3W 污水处理自动化系统》新产品鉴定成果
- 3、获长沙市高新区环境友好型企业证书





1. Advanced enterprise of ISO 14064 Greenhouse gases emission standard in Hunan province
2. New product identification achievement of MTC-3W Sewage Treatments Automatic System
3. Environmental friendly Enterprise Certificate awarded by Changsha High-tech Industrial Development Zone



## 社会绩效

## Social Performance

## 一、承诺与制度 Commitment and regulation

为千家万户源源不断送去光明，为祖国的又快又好发展提供清洁能源，为全球的生活更加明亮，我们信守一份员工和社会的责任，华能自控多年来持续回馈社会，服务社会，支持慈善公益事业，保护弱势群体，追求经济、社会效益的协调统一，让整个社会多一份和谐的温度，我们将为责任二字奉献无悔的青春。

While perform our duties as a staff and also undertake our social responsibility in the pursuit of lighting thousands of households, supplying clean energy for the nation development and further brightening our life. For many years, HNAC has kept supporting philanthropy and public welfare undertakings feed backing and serving the society, making contributions to bring more harmony and warmth. We will dedicate ourselves to undertake the responsibility and return more to the society.

## 二、体系与政策 System and policy

通过履行自己的承诺，提高员工乃至整个社会的生活质量。我们一贯关心社会问题，在这个优良传统的基础之上，我们确立了一套系统的方法，持续我们的社会贡献。在公司成立党工团及各种社团组织，有序的组织各种活动，不仅可以发挥员工自身的工作潜力，更让我们的责任服务于整个社会。

We honor our commitment to improve the life quality of our staff and the whole society. To fulfill that promise, we concern social problems and meanwhile establish a system for a sustainable contribution. The system is partly constituted of various associations and organizations which



conduct a series of well-organized activities. By that way, the staff can serve the whole society while develop their potential.

### 三、工作与成果 Achievements

#### ◆ 助力希望小学 Support the Hope Primary School

华自金坑希望小学选址于湖南省怀化市通道侗族自治县，处湘、黔、桂三省六县交界之地的金坑村。正因为地处偏远，当地经济条件落后，年轻力壮的都外出务工挣钱，导致劳动力欠缺，留守的大部分都为老人和小孩。村上教学设施和教学队伍的配置薄弱，教师待遇较低，非常需要得到外界爱心人士的资金。公司群团组织通过组织全体员工捐款、捐物、支教等实际行动，向华自金坑希望小学的学生及家庭、教职工以及当地表示慰问，永续公司“来源于社会，回报于社会”的可持续发展理念。

Huazi Jinkeng Hope Primary School is located in Jinkeng Village, which is the junction of Hunan, Guizhou and Guangxi provinces. Since it is a remote area with backward economic conditions, the young and strong people are going out for non-farming job, thus only old people and children are left. There are poor teaching facilities and teaching team with low pay, so they need financial support urgently. HNAC conveyed the greetings to the students, poor families and teaching staff with money and goods donation, volunteer teaching with the sustainable pursuit of *from the society and return to the society*.

截止到 2011 年 12 月份，公司累计组织支教青年 4 批次，共计 20 人次，公司承担费用近 10 万元。捐赠了电脑、投影仪、DVD 等多媒体教学设备，在当地村支部和校领导的共同努力，将华自金坑希望小学建设成为了当地唯一的多媒体教学点。2011 年被列为“农村党员干部现代远程教育工程”和“农村中小学现代远程教育工程”接收站点。



By the end of December 2011, HNAC had organized 4 groups 20 volunteer teachers to support the school and borne about 100 thousand RMB. We donated the multimedia teaching equipments like computers, projectors and DVDs. With the joint effort of local leaders and school administrators, Huazi Jinkeng Hope Primary School became the only local multimedia teaching school. And it was listed the site for *Rural Party Member Modern Distance Education Project* and the *Rural Middle and Primary School Modern Distance Education Project*.

帮助华自金坑希望小学完成授课任务 128 个课时，募集到助学捐款近 3 万元，衣物（含大人）及学习用品 5000 余件，帮助贫困家庭创收近 1 万元。极大地推动了公司支持贫困地区教育事业的理念进一步延伸，并与通道县教育局、金坑村委会等结下深情厚谊，取得了良好的社会效应。所选派的支教代表共计撰写了近 3 万字的支教日记与心得体会，其中有 12 篇发表于公司广播站、宣传栏、网站和《华自通讯》内刊。通过支教活动，选派的支教代表均能获得一次良好的自我推荐平台，也为公司充分培养人才、了解人才最终挖掘人才提供了非常难得的依据，同时也让员工体会到在日益发展的社会中求生存需要具备的素质和能力，激发他们在岗位上主动学习，不断进取的工作热情，其中有 2 人分别获当年十大新进员工奖和“先进工作者”荣誉称号；有 8 人在原岗位建功立业、成长成才，顺利晋升自己更加心仪的岗位，成功助推个人职业生涯发展。

We provide 128 class hours and collect about 30 thousand donation, clothing and school supplies for 5000 pieces. And we help to create 10 thousand incomes for poor family. These greatly promote the idea of poverty area educational business and establish a good relationship with the local government. The teaching volunteers record about 30 thousands characters of teaching diary. Through the education activities, the teaching volunteers had a good platform for self-promotion and the company also benefited a lot. Two of ten volunteers were awarded the title of *Top 10*

*Newcomers* and *Advanced Worker* respectively. The rest 8 volunteers all have a good performance on original post and get promoted later.



员工给孩子们授课  
Give lecture to children



发放捐赠的学习用品  
Hand out school supplies



接收站点

Huazi Jinkeng Hope Primary School

#### ◆ 扶助贫困家庭 Support the poor family

2011 年我公司员工为湖南省贫困山区家庭共捐赠现金 2 万余元, 利用工作日晚上和周末, 共派出员工代表 150 人次, 先后走访贫困家庭 30 户。

In 2011, HNAC staff donated over 20 thousand RMB to the families in Hunan poor mountainous areas. We sent 150 staff representatives to visit 30 poor families in the evening and on weekends.



◆ 开展文娱活动 To organize recreational activities

公司自成立华自艺术团、足球俱乐部、篮球俱乐部、羽毛球俱乐部、摄影协会等多个社团组织以来，积极开展形式多样的各种活动，得到了各级领导的一致好评。2011 年华自艺术团代表公司参加高新区文艺汇演，并获一等奖，篮球与足球俱乐部开展了一年一度的联赛，并多次与其他企业开展联谊活动，促进了园区各兄弟单位的和谐。Since HNAC set up the organizations like Huazi Art Troupe, Football Club, Basketball Club, Badminton Club, Photography Association, etc., all kinds of activities are carried out pleasantly. In the year of 2011, Huazi Art Troupe joined the Art Performance held by Management Committee of Lugu High-tech Industrial Development Zone and awarded the First Prize. Annual league matches are held for basketball club and football club, and we have the fellowship activates with the other enterprises frequently.





我公司自建厂以来一直坚持冬运会，2011 年冬运会于历时两个多月，比赛共分厂区接力赛、乒乓球、羽毛球、台球、拔河、跳绳、男子篮球、男子足球 8 大项。在冬运会组委会细心的筹划和组织下，来自公司各个部门的参赛队员，被分组进行比拼，此次运动会各比赛项目按赛程有序举行。

We adhere to carry out the winter sports meeting since the establishment. The 2011 winter sports meeting lasted for 2 months with the 8 kinds of competitions including relay race, table tennis, badminton, snooker, push-and-pull, rope skipping, basketball and football. Under the planning and organization of the sports meeting committee, the competitors from each department of the company had a group competition.

#### ◆ 发挥职代会作用 The Workers Conference

公司职代会在 2011 年召开会议 4 次，为职工协调困难 50 余条，号召全体员工节约使用办公用品。选用低消耗低污染的办公设备用品，倡导使用节能环保铅笔、再生纸等节能环保办公用品。完善信息化平台建设，积极推进无纸化办公。开展了寻废为宝的活动，收集散落



在生产车间各角落里的可用原材料，其中可直接再利用的螺杆、螺帽就达 5 斤。组织全体职工代表参观了雷锋纪念馆，开展了以“学习雷锋树新风，关爱同事创佳绩”的学雷锋活动。

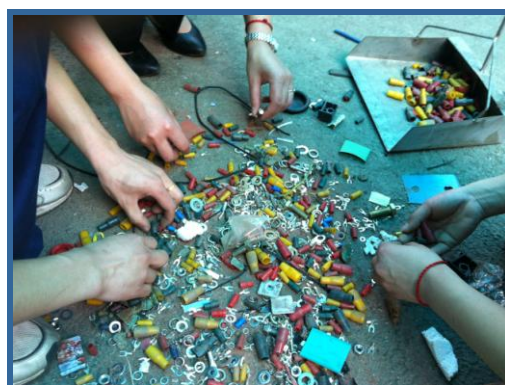
The Workers Conference was held 4 times in the year of 2011, which coordinated about 50 staff problems and called up a saving of office appliance among staffs. We select the offices facilities with low consumption and emission and use the energy saving pencil, recycled paper and other environmental protection appliances. We perfect the information platform establishment and promote the paperless office. The waste use activity collected the available raw materials (about 2.4kg screws and nuts) distributed all over the workshops. All staff representatives paid a visit to museum in memory of Lei Feng and carried out the learn-from-Lei Feng activities.



职代会现场  
Workers Conference



参观雷锋纪念馆  
Visit the museum in memory of Lei Feng



“寻宝”活动部分成果展示  
Achievement of Waste Use Activity

◆ 遵守法律法规 Adhere to laws and regulations

2011 年，公司遵守法律法规及其他规范性文件，在日常运营中未出现因违反法律法规及其他规范性文件而受到行政或司法处罚的情况。公司根据国家法律法规及其他规范性文件相关规定制订修订公司各项管理制度，保证公司经营行为的合法合规性。公司恪守“坦诚、务实、合作、进取”的企业文化依法履行与合作方的合同义务。公司 2011 年被湖南省企业信用评价中心评为“3A”单位。

In 2011, HNAC adhered to the law and regulations. So there is no administrative penalty or judicial punishment during our daily operation. The management system is build according to the national laws and regulations to ensure the legality of our operation. HNAC keeps to the guideline of frankness, practicality, cooperation and enterprise and performs the contractual obligations with the partners. And HNAC was awarded the AAA enterprise by Hunan Provincial Enterprise Credit Evaluation Center in the same year.

## 四、反馈与评价 Feedback and evaluation

2011 年我公司在社会工作方面获得的荣誉有：

被高新区评为 2011 年度“优秀基层工会”；

被中共长沙市委评为“文明单位”；

被长沙市青年职工工作委员会评为“青年文明号”；

被湖南省总工会评为“芙蓉标兵岗”；

“金坑希望小学支教工作项目”被共青团省委评为工作创新奖；

在长沙市首届非公有制经济组织运动会上获“女子羽毛球团体赛第四名”

HNAC awards in social work 2011:



Named the Excellent Roots Workers Conference by Lugu High-tech Industrial Development Zone;

Named the Civilized Unit by Changsha Municipal Party Committee;

Named the Youth Civilization by Changsha Municipal Young Worker Work Committee;

Named the Lotus Model Position by Hunan Provincial Federation of Trade Unions;

Jinkeng Hope Primary School Volunteer Teaching Project was awarded the Prize for Creative Working;

The fourth Place of female Badminton Team Competition in the First Changsha Non-public Economic Organization Sports Meeting



## 人权绩效

### Human Rights Performance

公司自成立之日起，一贯严格遵守各项劳动保障法律法规，尊重和维护国际公认的各项人权，尽心尽责，恪于职守，设计、制定了一系列行之有效的人权绩效管理办法和方案，在全公司范围内认真贯彻执行。我们秉承华自人“按章办事，循理做人”的原则，通过管理、宣传、督促、检查、考评，切实的掌握和提高了员工的工作绩效，公司也取得了“团中央青年就业见习基地”、“长沙市和谐劳动关系模范企业”、“长沙市模范职工之家”等称号，2011 年度成为“全国民营企业招聘周吸纳就业突出企业”、“长沙市住房公积金缴存先进单位”，并通过“湖南省和谐劳动关系模范企业”复审和接受了表彰。

Since the establishment, HNAC adhere to laws and regulations on labor security, supporting and respecting the internationally proclaimed human rights. We designed and drafted a series of effective management methods and plans for human rights performance, which are seriously implemented now. Pursuant to the principle of Play Fair, Follow the Truth, we mastered and improved the work performance of staff via management, publicity, supervision, inspection and assessment. HNAC have gained the honors of the Youth Employment Practice Base for Communist Youth League Central Committee, Changsha Model Enterprise for Harmonious Labor Relations and Changsha Model Home of Workers. In the year of 2011, HNAC become the Model Private Enterprise in Personnel Recruitment, Advanced Unit for Housing Fund Deposited in Changsha and was commended for Model Enterprise for Harmonious Labor Relations in Hunan Province.

## 一、员工保障 Security for staff

公司建立了一套“机构落实，职责明确，制度健全，措施有力”的员工管理办法，先后制定了《工作制度》、《出入厂管理制度》、《安全保卫制度》、《考勤制度》、《加班单管理制度》、《绩效考核制度》等一系列规范性文件，这些文件的制定与实施，一方面有效地提高了人权绩效的水平，使绩效考评工作更加公开化、公平化、透明化；另一方面，保障了员工的正当权益得到更好的实现。

HNAC had established a series of administrative rules and regulations to ensure a practical mechanism, definite duties, the sound system and powerful measures. Documents including Work Routine, Administrative Regulation on Entry and Exit, Security and Protection Regulation, Work Attendance Checking Rules, Administrative Regulation on the Overtime Sheet, Payment Administrative Regulation, Performance Appraisal Regulation, etc. have been implemented, considering every respect of management, labor contracts, social insurances and welfares for the employee. The formulation and implementation of the aforesaid documents improved the human rights performance level on the one hand, and guaranteed the better realization of the staff rights on the other hand.

公司与员工签订了 100%的劳动合同，按国家规定购买了保险，并按时足额的缴纳了保险费用；员工拥有 8 小时工作制、双休及法定的假期；公司按月付给员工工资，如有加班情况则按照规定支付相应的加班工资；对于特殊岗位（如驾驶员、保安员、安全生产管理员等等）要求持证上岗；通过校企合作联合办班，向在职员工提供各类操作技能的脱产或非脱产培训，并颁发国家认可的作业证明，提高工作品质，帮助员工增加职业含金量。

Every single employee had signed the labor contract and we paid full insurance for them according to national regulations. The employees work 8 hours a day and 5 days a week along with



legal holidays. All employees are paid monthly and those who worked overtime enjoy the overtime wage. The qualified license and the periodic training are required for special positions like drivers, security staff, and production controllers, etc. We also provide off-job training and non off-job training of various operating skills via joint class by school and enterprises cooperation. After the training, we will issue the authorized certificate to improve the professional value of staff.

公司严格执行了一系列的劳动保障条例，重视加强员工的法律意识。迄今为止，没有发生劳动争议及仲裁的情况。

A series of labor protection rules are strictly carried out, at the same time we value the strengthening of the legal awareness of our staff. So neither labor disputes nor labor arbitration happened in our company till now.

## 二、员工关爱 Caring for staff

厂务公开民主管理，职工代表大会制度健全完善，作用显著。

We make the company affairs public and realize democratic management. The system of Workers Conference is perfect and sound, which played an active role.

按照《湖南省职工代表大会条例》要求，依法合规的建立了公司职工代表大会制度，并成立工会委员会。现有职工代表 42 人，其中一线职工 30 人，女性职工代表占 40%。

According to the regulations of Hunan Provincial Workers Conference, we set up the Workers Conference System and found the Labour Union Committee. Now we have 42 staff representatives, of which front line staff 30 person and female staff representatives takes up 40%.

公司以职代会为载体，充分赋予职工代表参与公司管理，改进公司工作的各项权利，积

极主动与职工代表讨论有关劳动报酬、工作时间、休息休假、劳动安全卫生、保险福利、职工培训、劳动纪律、职工奖惩办法以及劳动定额管理等直接涉及职工切身利益的规章制度或者重大事项方案；邀请职工代表围绕公司经营管理和职工生活福利等事项提出合理化建议；并接受职工代表对公司执行劳动法律法规、参加社会保险、签订和履行集体合同和劳动合同、实行厂务公开等的监督。

As the carrier, the Workers Conference gives the rights of company management, work improvement, etc. to the staff representatives. The rules and regulations closely related to the vital interests of staff, like payment, working hours, vacation, labour safety and health, insurance and warfare, staff training, labour discipline, commendation and penalization methods of employee and the work quota management or major issues schemes are discussed. The staff representatives are supposed to put forward the rational proposals on company operating management, staff warfare, etc. And they also supervise the labour law and regulation performance, sign and performance of social insurance, labour contract, and the open company affairs.

公司历年均会举行年度职工代表大会暨工资集体协商协议签订，在最低工资标准上浮一定幅度的基础上，综合参考企业工资指导线、人力资源市场工资指导价位、消费价格指数等指标，对当年职工收入分配制度、收入分配形式、收入水平等事项进行平等协商，在协商一致的基础上签订《工资集体协议》，同时签订《公司集体合同》、《女职工权益保护合同》。在 2010 年的签订仪式上，得到了市总工会，市人力资源和社会保障局、区劳动和社会保障局、区总工会的共同见证，并邀请部分园区企业代表前来观摩学习。

We held the annual workers conference and salary negotiation. On the basis of minimum wage standard with a certain scope of increase, we had a negotiation of the annual income



distribution system and forms with the reference of salary guideline, HR market guidance wage level and CPI. And finally we signed the Salary Collective Agreement, Company Collective Contract and Female Worker Rights Protection Contract. The 2012 signing ceremony were witnessed by Changsha Federation of Trade Unions, Changsha Human Resources & Social Security Bureau and some enterprise representatives.

自 2009 年获评湖南省和谐劳动关系模范企业以来，在市、区政府的领导下，在市劳动保障局的大力指导下，在有关部门的支持配合下，我公司的劳动和社会保障工作得到了很大的提高和进步。在今后的工作当中，我们将继续以健全社会保障体系为主要目标，以提高劳动者素质为努力方向，健全制度、狠抓落实，以期让广大员工得到真正实惠，保障公司得到健康持续发展，为企业、为区经济发展和社会稳定作出应有的贡献。

Since we were awarded the Model Enterprise for Harmonious Labor Relations in Hunan Province in 2009, our labor and social security work is improved greatly with the support of government. We will continue to perfect the social security system and improve the labour quality to help the staff benefit from it and contribute to the economic development and social stability.

### 三、员工培训 Staff training

在劳动保障工作中，有部分员工对国家政策不够了解，不能正确、合理的运用各种政策和法律，对劳动保障工作认识片面，甚至出现不愿意购买社会保险、不愿意签订劳动合同的情况，遇见劳动保障方面的问题也无法找到正确的渠道咨询。为了帮助员工正确、全面掌握劳动保障知识，公司设立“360 度劳动保障沟通体系”，员工可以随时通过 OA 系统、总经理信箱、电话、面谈等多种方式，与工会主席、总经理、部门经理、劳动保障专员沟通、咨询，

也可以随时在公司内部网上找到即时公布的劳动保障政策文件，在遇到劳动关系不明确、劳动保障误解时能够及时得到正确有答复和解决。

For knowing little about the national policy and the labor security, some employees are unable to apply all kinds of policies and laws correctly and reasonably and thus reluctant to pay for social insurances and sign the labor contract. As a result, they become helpless when their rights are threatened. In order to strengthen their awareness about the related policies, HNAC establishes the 360° Labor Security Communication System, by which a direct communication between the staff and the Labor Union Chairman, General Manager, Department Manager or Labor Security Officer are workable through the OA system, General Manager Mailbox, phone calls and conversations, etc. In addition, documents concerned are accessible in the Intranet.

为确保问题传递的扁平化，公司利用月会、周会、董事长信箱、总经理信箱等多种渠道、各种各样的形式，加强员工与管理层之间的沟通。

In order to facilitate the information transmission, we strengthened the communication between staff and administrators via monthly meeting, weekly meeting, the chairman mailbox, the general manager mailbox and other channels.

为保障自上而下的管理无边界，在进行二年一届的干部换届聘任工作时，对新任干部提出“岗位任职目标承诺”，并对承诺内容除各岗位需要完成的业务指标以下，作出以下具体要求：

To guarantee the top-down boundless management, we proposed the “Office Goal Commitment” for the new leaders. The following requirements are the operating indicators need to be finished by new leaders besides their duties:

- 打破管理壁垒，加强工作主动与协作性：承诺对于不明确、有争议的工作范围、职责，主动承担的全年次数，并无推诿现象；以每月绩效考核对应项得分情况为考核依据。
- Breaking the management barrier and making the work active and cooperative. For the undefined, disputed working range, responsibilities, no buck-passing is allowed. The scores of monthly performance assessment are the evaluation.
- 执行力：对于各类决议和上级要求，因自身主要责任没做到的全年次数≤0—3 次；承诺对于本职工作范围和职责不以本位主义推诿责任，对于涉及本职工作范围和职责的事务践行自动自发、主动作为的处事氛围；以每月绩效考核各部评价为考核依据。
- Execution: According to all kinds of decisions and leaders' requirements, those who do not finish the job because of self-responsibility can not do that over 3 times. For those works of their own working range and responsibilities, no buckpassing is allowed. The monthly performance assessment is the evaluation.
- 首问负责制、及时性、有无反馈：承诺对于公司任意员工报请需解决的问题，只要有部分属本人管辖范围内工作，实行“首问负责制”，全面负责落实解决问题，并及时反馈。全不属本人管辖范围内工作，告知明确的移转理由并指明如何解决。以提出人得到本人的落实结果回复及时或对告知移转理由清楚明了，并结合公司各高层领导主观考评为考核依据。
- Primary responsibility, timeliness, with or without feedback: For the problem raised by any staff, one should take the first responsibility if the problem is partly related to one's working range and then give an overall solution and feedback. If it is not, one should tell the reason and show the way of solution. The staff response and the assessments of executive leaders are the evaluation.

通过“360 度劳动保障沟通体系”、“岗位任职目标承诺”等无边界沟通渠道搭建和管理，提高了企业工作效率，优化了内部劳动关系，为人企和谐、共谋发展创造了良好的环境和空间。

Through 360 Degree Labor Protection Communication System, Office Goal Commitment and other boundless communication channel and management, we greatly improved the work efficiency of enterprise and optimized the interior labor relations, which made a nice environment and space for harmony and common development.

## 四、员工发展 Staff development

1. 优化人才资源环境、创新人才选拔机制：创新人才选拔机制是企业持续发展的重要保障，公司针对不同岗位人才，如行政职能管理人员、技术研发型工程师、营销工程师、生产技工等分别设计不同了晋升通道和选拔机制，如管理干部换届聘任制度，每隔二年所有干部全体“卧倒”后重新竞聘上岗，保证了新鲜血液的补充，形成了优胜劣汰、你追我赶的良性竞争机制；技术研发类工程师设立首席、资深、高级、普通、助理等不同技术等级晋升制度，保证每位员工在各自职业生涯上有不同的上升空间，避免职业发展中的“瓶颈”或“天花板”。

1. To optimize talents resources environment and talents promotion mechanism: Optimizing the talent promotion mechanism is crucial for the enterprise sustainable development. The Company has formulated different talents selection and promotion mechanism for different posts. For example, the term of all the managing-level posts will be expired every 2 years and then re-select new talents via the post completion, forming the benign competition; The technical development engineer is ranked in the Chief, the Senior, the General and the Assistant to make sure every single employee has promotion opportunities, avoiding Bottleneck or Ceiling in the career development.

2. 完善人才制度建设：重视培训、人才评估。每年制定年度培训计划；每周开设第二课堂，邀请国内外知名技术专家、企业家及院校讲师为全体员工授课；定期派送技术人员到电站/优秀企业学习/参观、赴专业培训/学习机构深造；为员工提供申报各项个人职业资质、职称的机会；与国内各电力院校及省内知名院校的产、学、研合作，为员工提供二次深造的良好平台；对年度业绩突出、技术贡献杰出人员给予“营销十佳”、“技术十佳”、“生产十佳”、“十佳新人”等荣誉称号，将其事迹及科研论文选送至国家级刊物发表，使获奖者成就产生广泛社会影响，保证在物质及精神层面得到实现和满足，促进人才成长。

2. To perfect the talent system: HNAC highly values the training and the talent review. Make the annual training schedule once a year; set up the Second Classroom weekly to invite experts, entrepreneurs and lecturers to give lessons; send the technician to visit and study in the power station, reputed enterprises and training/learning institutions; offer opportunities for the staff to apply professional qualification certificates and titles; cooperate with famous colleges and universities across China to provide the staff a better platform for further study; award the staff having the outstanding performance and great technical contributions with the title of Top 10 in Marketing, Top 10 in Technology, Top 10 in Production and Top 10 Newcomers as well as forward their achievement and research papers to national-level journals for publishing, which will inspire the awardees both in economical and spirit.

## 五、员工反馈 Staff feedback

公司以人为本，着重建立了以职工薪酬激励机制为核心的薪资福利体系。

People always come first. The payment and benefit system implemented in HNAC focus on the



employee's payment motivation mechanism.

公司制定了《薪酬管理制度》和《绩效考核体系》，建立了以岗位绩效工资为核心的工资结构，包括岗位工资、绩效工资，即与岗位劳动业绩相联系的激励性工资。同时，公司建立健全了劳动计量与考核制度。建立了较为完善的工资调整与运行机制。

Therefore, HNAC formulates the Payment Administrative Regulation, Performance Appraisal System which take the post performance wage as the core and consist of the incentive pay (incl.: post wages, performance pay, etc.) evaluated by the post achievement. Meanwhile, the Company has set up a complete system for labor counting, appraising, and wage adjustment and operation mechanism.

协调企业与员工和谐方面是将企业发展与员工发展结合起来，在制定近期和远期发展计划时公司也为员工制定个人发展计划，帮助员工进行个人职业生涯管理，公司为员工个人成长提供帮助，创造学习、培训机会，签订共同发展协议，报销学习、培训费用。员工队伍素质的提高，在广大员工之间、员工与企业之间、员工与社会之间形成了和谐的关系，同时也促进了企业的生产经营和经济社会全面发展。

A mutual development relation between the enterprise and the employee was created. While aiming at the development for the Company, it also helps the employee complete and perfect their personal career plans. The Company provides opportunities for learning and training and covers the cost incurred, and signs the mutual development agreement. Improving the employee quality is beneficial for building the harmonious relation amongst employees, enterprises and the society, and thus promoting the development of the enterprise management and the society development.

在《薪酬管理制度》和《绩效考核制度》的基础上，公司通过年度薪酬调查、行业内薪酬白皮书等数据，动态了解业内薪酬情况，建立了适应市场变化的包括岗位工资和绩效工资





（即与岗位劳动业绩向联系的激励性工资）相结合的工资结构，同时，也健全了员工的劳动计量和考评工资，拥有了较为完善的工资调整与运行机制，完善而具有活力及竞争力的薪酬体制对公司建立企业价值和组织观念提供了强有力的支持，与公司经营战略相辅相成、相得益彰。

On the basis of Payment Administrative Regulation and Performance Appraisal, the company established a reasonable pay structure including post wage and performance pay (an inventive wage related to post labor performance). At the same time, we perfected the labor measurement and assessment wage, so that a sound wage adjustment and operating mechanism are formed. The perfect, active and competitive pay system offered strong support for building the enterprise value and organization, which is also a complementary element of the company business strategy.

为了让员工感受到公司薪酬的外部竞争性和内部公平性，以达到吸引人才、使其持续服务并激励其产生佳绩的效果，公司就薪酬水平、薪酬体系、薪酬结构、薪酬构成以及特殊员工群体的薪酬在做出调整决策时，会通过年度职工代表大会上进行工资集体协商，在季度调薪时充分尊重员工意愿，并以一线管理人员意见为基础进行调整，当薪酬发生变化时及时交流。薪酬体系作为一种持续的组织过程，以人力资源中心为主牵头组织，进行了持续不断薪酬计划更新，年度拟定薪酬预算，不定期就薪酬管理问题与员工进行沟通，同时定期对薪酬系统的有效性做出评价而后不断予以完善。

All the employees feel the external competitiveness and internal fairness, so that we can attract more talents and encourage our staff to create more achievements. During the adjustment of pay level, salary system, salary structure, salary composition and the payment of special staff, we will discuss those problems in the annual workers conference. At the seasonal pay adjustment, we will value their personal intension based on their administrators, and communicate in time when there is

salary variation. The salary system is a kind of continuously organization led by the Human Resource Center which keeps updating. The salary budget is determined annually and we will communicate with staff on pay management problem irregularly. The upgrading of salary system will keep on based on the assessment.

员工以公司为家，以公司发展为荣，和公司一起同甘共苦，共同奋斗，创造辉煌。2008年，公司获评“长沙市和谐劳动关系模范企业”，2009年被授予团中央授予“青年就业创业见习基地”以及“年度优秀青年人才引进工作先进单位”，2011年度被长沙市住房公积金中心授予“长沙市住房公积金缴存先进单位”，2012年度通过“湖南省和谐劳动关系模范企业”复审并接受表彰。

The staff makes company their home and be proud of its development. We share the happiness and sorrow; we work together to create glorious achievements. In 2008, HNAC was authorized to be Model Enterprise for Harmonious Labor Relations in Changsha. And HNAC was authorized to be the Youth Employment Practice Base for Communist Youth League Central Committee and Annual Advanced Unit for Youth Talents Introduction. In the year of 2011, HNAC was awarded the Advanced Unit for Housing Fund Deposited in Changsha by Changsha Housing Fund Center. And was reviewed and commended for Model Enterprise for Harmonious Labor Relations in Hunan Province.



## 未来愿景

### Future Vision

## 未来三年发展规划 Development plan in the next 3 years

一、2012 年工作目标：实现销售订单额 6 亿元，实行销售收入 4.5 亿元，实现净利润 5000 万元，缴纳税收 3500 万元，解决就业 750 人；

A. 2012 objection: to achieve sales order of 600 million RMB, sales revenue 450 million RMB and realized net profit of 50 million RMB. At the same time we will pay tax 35 million RMB and provide 750 job vacancy.

### 二、未来三年发展规划

#### 1.目标：

(1) 3 年内，公司年销售订单突破 10 亿元，销售收入突破 8 亿元，净利突破 1 亿元，缴纳税收突破 6500 万元，解决就业 1000 人；

(2) 成功上市：公司于 2009 年 5 月份聘请券商、会计师事务所、律师事务所等中介机构进驻辅导，拟于 2012 年 8 月进场做材料，2013 年一季度报中国证监会。

### B. Development plan in the next 3 years

#### 1. Objection

i. HNAC will achieve the annual sales order over ONE BILLION RMB, sales revenue over 800 million RMB and net profit over 100 million RMB in 3 years. At the same time we will pay taxes 65 million RMB and provide 1000 job vacancy.



ii. Going public: Since May of 2009, we employed the intermediaries like dealer, accounting firm, law firm, etc. to assist our listing work. As planned, we will start to prepare the materials since August, 2012 and report to China Securities Regulatory Commission in the first quarter of 2013.

## 2.实施要点:

(1) 依托“联合国工发组织水电控制设备示范基地”及“亚欧水资源研究与利用中心”两个国际平台，10年内力争将企业打造成为全球研发技术水平最高、生产制造能力最大、销售产值最多的水利、水电自动化及信息化企业；

(2) 大力推广“完全无人值班电站”及“数字化水电站”的改造。

(3) 积极推广“远程监控系统”，打造华自服务产业体系。

(4) 继续保持现有水利、水电、污水处理等自动化及信息化产品的市场核心竞争优势，提高市场占有率，取得未来市场定价权。

(5) 积极拓展太阳能、风能等环保能源的自动化及信息化产品。

## 2. Summary of implementation

i. Based on the platforms of UNIDO ICSHP Changsha Base and the ASEM Water Resources & Utilization Center, we will make a leading enterprise with the highest R&D level, biggest manufacturing capability and most sales value in water conservancy and hydropower automation and informationization in 10 years.

ii. To greatly promote the reconstruction work of Fully Unattended Power Plant and Digital Hydropower Station.

iii. To greatly promote the Remote Monitoring System and establish the HNAC service industry system.

iv. To keep the core competitive advantages of HNAC products in the field of water



conservancy, hydropower, sewage treatment, etc.; to increase the market share and seize the pricing power of future market.

v. To extend our automation and informatization products to solar power, wind power and other environmental protection fields.

3. 长期战略目标：在水利、水电自动化及信息化领域成为全球领先者。

3. Long-term strategic objectives: to be the global leader in the fields of water conservancy, hydropower automation and informatization.

总 编：黄文宝

执行总编：胡兰芳

编 写 组：黄文宝，汪晓兵，喻江南，宋辉，

胡兰芳，林松梅，周莎，欧春彩，李亮，

陈红飞，王晴，周军，朱茜（排名不分先后顺序）

翻 译：海外部商务组

排版设计：廖雯



华自集团欢迎您对本报告提出建议和意见

We welcome your feedbacks and your opinions on this report.

请联系我们

Please contact us

地址：中国长沙高新区麓谷工业园麓松路609号

No.609,Lusong Rd., Lu Valley, National High-tech Industrial Development Zone,  
Changsha, Hunan Province, China 410205

邮编：410205

电话 Tel: +86-731-88238888

传真 Fax: +86-731-88907777

邮件 Email: overseas@cshnac.com

网站 Web: www.cshnac.com