附件

年度报告附表

1.公司简介

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| 公司简称 |  | 英文简称（如有） |  |
| 公司注册地 |  | 公司办公地 |  |
| 文化建设领导小组负责人（姓名、职务） |  | 电子邮箱 |  |
| 公司文化理念（使命、愿景、核心价值观等） |  | | |
| 年度报告公示网站网址 |  | 文化建设备查资料地址 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 序号 | 姓名 | 公司职务 | 文化小组职务 |
| 1 |  |  |  |
| 2 |  |  |  |
| ... |  |  |  |

2.文化建设领导小组成员名单

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 序号 | 姓名 | 部门 | 职务 | 部门职责/文化建设工作职责及分工 |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| ... |  |  |  |  |

3.文化建设工作人员名单

注：含专职、专岗及兼职人员。

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 4.文化建设制度机制清单   |  |  |  |  | | --- | --- | --- | --- | | 序号 | 制度/机制名称 | 文件概要 | 实施/修订日期 | | 1 |  |  |  | | 2 |  |  |  | | ... |  |  |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 5.文化建设宣传及培训情况   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 序号 | 项目名称 | 主要内容  （课程） | 活动/培训日期 | 活动/培训时长 | 参与活动/培训人员数量 | | 1 |  |  |  |  |  | | 2 |  |  |  |  |  | | … |  |  |  |  |  | | 备注 | 请在此处总结公司开展文化理念、《十要素》宣导活动、业务类培训情况（包括活动开展次数、活动效果等） | | | | | |