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Revision / Document History

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1.0	31/10/2013	Nguyen Thuan Thanh	Initial version
1.1	22/11/2013	Guru Mallikarjuna	Delete core working hours Reviewed
1.2	10/07/2020	RBVH/HRL	Revised: 3. Core working hour can be defined based on project's need 4. Company can request associate to WFH in case of emergency or business strategy's changes 4.1 Max duration for WFH is 3 months 4.4 Add responsibilities of both manager and associates 5.3 Add process to covert full time to part time
	03/08/2020	Baskaran R (RBVH/GM RBEJ/GM)	Approved
1.3	24/11/2021	RBVH/HRL	Update for Company Name Change - "RBVH" replaced with "BGSV" - "Robert Bosch Engineering and Business Solutions Vietnam" replaced with "Bosch Global Software Technologies Company Limited" Update for One Preview 2. Deviation: Update approval by Head of Operations
	16/12/2021	Tran Thi Thuy Hang (RBVH/HRL-OPS RBVH/HRL-BP1)	Reviewed
	17/12/2021	Sathyanarayana T K (RBVH/HRL, Head of Operations)	Approved
1.4	24/03/2025	BGSV/HRL-OPS	- Added Article 2, 3 - Revised Article 4 (WFH). - Revised timeline of full-time to part-time contract conversion
	26/03/2025	Sathyanarayana T K (RBVH/HRL, Head of Operations)	Approved

List of Abbreviations

BGSV	Bosch Global Software Technologies Company Limited
DH	Department Head, Practice Head
GM	Managing Director
Group Manager	At least Senior Lead – Talent Management/ Senior Tech Lead/ Senior Project Manager/ Competency Lead/ Service Delivery Manager/ Group Lead/ Manager
FCM	Facilities Management
WFH	Work From Home
CPrP	Company Performance-related Pay



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1. Objective

This policy is to provide associates with flexibility regarding working schedule, working arrangement while ensuring productivity, collaboration, engagement and business continuity.

2. Working time

Applicable to all BGSV internal associates (locally hired and inbound associates) and interns.

2.1 Working time

- Working days: Monday to Friday
- Standard working time frames are as follows (including 1 hour lunch break):
 - a. From 8AM to 5PM
 - b. From 9AM to 6PM
 - c. From 10AM to 7PM
- Shift working time frames: follows “Shift and Redline Support Allowance Policy”

2.2 Flexible working time

- If not following the standard working time frames or shift working time frames as mentioned above, associates are required to ensure availability during the core working time from 10AM to 3PM from Monday to Friday, comply with the standard working hours of 40 hours/week and not more than 10 hours/day. Any deviations must be communicated and approved by their managers.
- DH can define the daily core working time for their department’s associates based on business needs or nature of jobs.

2.3 Customer location

- Associates may be required to work directly from customer office as their regular work location. Such associates must follow the customer’s working guidelines.
- When the associates are working from a customer location or from home as per customer’s working guidelines, they may be required to come to BGSV office for business requirements, or other engagement activities as directed by their managers.

3. Allowances

Associates have to pay the Personal Income Tax (if applicable) for all of the 3 below allowances.

3.1 Commuting allowance

- Scope: BGSV locally hired and NCX inbound associates at L54 and below.
- Not applicable to:
 - o Interns
 - o BGSV associates who are working at Customer location and already entitled to Transportation and Parking allowance under “Local Onsite Working Policy”
- Amount: 10,000 VND/ working day at BGSV offices (with clock in and clock out time recorded in HR Core).

3.2 Meal allowance

- Scope: BGSV locally hired, NCX/LTX/STX inbound associates and interns.
- Amount: 60,000 VND/ working day at BGSV offices if total working hours per day is from 4 hours and above.



3.3 Parking allowance

- Scope: BGSV locally hired and NCX inbound associates at L54 and below, and interns.
- Amount: 200,000 VND/month if the associates come to the company office to work for ten days or more in the month (have clock in and clock out recorded in HR Core).
- Parking allowance is not applicable when the associate's motorbike is registered for parking on a monthly basis with the Company.

4. Work from home (WFH)

- In addition to the flexible working time, the company also supports associates with WFH arrangement based on individual situations and business needs.
- While associates are on planned WFH, there might be situations where associates are required to attend meetings at office. In such situations, they are required to be available at their office location.
- Company reserves the rights to request associates to WFH in case of emergency.

4.1. Eligibility & Conditions

- WFH is applicable to all BGSV internal associates exclude interns. The associates can request WFH for the following reasons:
 - a. Associates' own health issues.
 - b. Having a responsibility to take care of family members who have serious health condition.
 - c. Women associates returning from maternity leave – until new-born babies are 1 year old.
 - d. Such other cases (personal situations, business nature, etc) as deemed reasonable and approved by Group Managers.
- Associates must provide documentation or a reasonable explanation to support their WFH requests based on health or family responsibilities.
- WFH period of 3 months is only applicable for associates who have been with the company for minimum period of 1 consecutive year prior to WFH leave is taken.
- WFH from another country outside Vietnam is not acceptable.
- If WFH period is from 01 month and above, the parking card has to be returned to FCM.
- Associates are not provided with Meal allowance while WFH.

4.2. WFH Approvers

The WFH application will be considered on a case-to-case basis and approving managers are defined as follows:

WFH Period (Consecutive)	Approvers
Below 1 month	<ul style="list-style-type: none">- Disciplinary Manager (via HR Core) for the reasons #a, #b, #c in Article 3.1.- Group Manager (via email) for reason #d.
From 1 month and above	DHs (via email)

Note: For cases that require approvals of Group Managers/DHs via email, associates get the approval via email from respective approvers first, then submit WFH application in HR Core and Disciplinary Manager approve in the system accordingly.



4.3. Responsibility

4.3.1. Manager

- Managers will take full responsibility of:
 - o Clarifying associates' WFH reasons.
 - o Reviewing and confirming that the associates' nature of work can be done at home.
 - o Managing of associates' performance while working from home.
- In case of emergency or associates' low performance, managers have the right to terminate WFH period of associates immediately.

4.3.2. Associate

- While WFH, associates have to follow the working time regulation of the company.
- Associates are responsible for their performance commitment, and comply with ISP rules while WFH.
- Associates shall contact their managers when an accident or significant problem has occurred.
- On days when associates are not able to work, annual leave has to be applied.

5. Full-time to Part-time contract conversion

- Based on individual situation and business need, associates are allowed to change their contracts from Full-time to Part-time and vice versa.
- Full-time to Part-time contract conversion is applicable for all official associates directly employed by BGSV; not applicable to interns.

5.1. Working time of part-time contract

- Associates, who are eligible for this scheme, are required to comply with working hours of 4 hours/day, from Monday to Friday.
- Working time can be aligned between associates and managers based on business needs.

5.2. Compensation

The calculation of compensation for eligible associates as follows:

- Annual Leave entitlement will be calculated based on the salary defined in Part-time period.
- Pay out of CPrP and 13th month salary amount will be done on a pro-rata basis.
- Meal allowance is only applied for working days of which total working time is from 4 hours and above.
- Work from home and Half-day leave are not applicable for this scheme.
- In case of overtime requirements, please refer overtime rule.

5.3. Process



Step	PIC	Deadline
Send request for contract conversion to managers (disciplinary and target)	Associate	
Discuss conversion plan	Managers* Group Manager* DH HRBP	
Approve request	Group Manager DH	
If approved, send Requisition Form to HRS, HRBP & ITR	Group Manager	20 th of the month
Check and proceed appendix of labour contract and update on system	HRS	X-1WD
<p align="right">X - Conversion date (1st of month) WD – Working day * Main person in charge</p>		

- Associates send request to their managers for the Full-time to Part-time contract conversion and vice versa, then the discussion regarding conversion plan will be conducted among respective managers, Group Manager, DH, and HRBP.
- Group Managers and DHs make decision on associates' request based on individual situation and business need.
- Conversion date should be effective from the 1st of month, and Contract Conversion Requisition Form should be sent to HRBP, HRS and ITR no later than the 20th of the month before the conversion takes effect.
- Appendix of labour contract and system update will be handled by HRS.
- After the expired date of Appendix, associates have to comply with the provisions defined in the currently-valid labour contract.
- In case requisition form is sent late, the conversion date will be valid from the 1st of the subsequent month.
- In case of any change in part-time/full-time working period, the same process shall be applied.

6. Applicable Form

Contract Conversion Requisition Form

7. Effectiveness

This policy takes effective from 01 April 2025. The company reserves the right to amend, modify or withdraw this policy at any time and at its sole direction.