

DEK Technologies Vietnam Probation Period Policy

1. Purpose

To clearly define the expectations and behaviors of members who are in their Probation Period.

2. Effective Date

This version of the policy is effective from the 1st date of July 2020.

3. Principles

The Probation Period Policy is not applicable to Freshers.

The Probation Period varies according to the nature and complexity of the job, but probation is applied only once for each job and must satisfy the following conditions:

- Must not exceed 60 days for jobs that require professional and technical qualification of collegial or higher level;
- Must not exceed 30 days for jobs that require professional and technical qualifications of intermediate vocational level, professional secondary level, or for technical workers and skilled employees.

The Probation Period is a program that allows the new member:

- to smoothly integrate into the company's culture and environment
- to gain technical skills and soft skills to adapt to the real project of their team
- to have a chance to evaluate if the company is a good match for them

The Probation Period is a program that allows DEK Technologies Vietnam:

- to provide training and mentoring to build the required technical skills and soft skills
- to find members who are eager to learn, especially new technology
- to find compatible and long-term members to join the company
- to orientate members and help choose the best direction for them
- to support members to contribute to the success of their team and the company

4. Policies

Before the end of the Probation Period, the team will assess if members are suitable to DEK Technologies Vietnam. This decision will be made by appraising the following criteria:

- Technical skills
- Troubleshooting skill
- Teamwork
- Communication
- Ability to learn
- Learning/working attitude

DEK Technologies Vietnam must inform the new member of the result at least 3 working days before the end of the Probation Period.

During the Probation Period either the new member or DEK Technologies Vietnam can conclude the probation contract without any prior notice.

5. Responsibilities

New members are responsible for:

- punctually attending all mandatory classes
- conforming to all policies of DEK Technologies Vietnam, including security and ICT policies

Team members are responsible for supporting and mentoring new members during their Probation Period and providing the required feedback.

Line Managers (LMs) are responsible for:

- keeping new members informed of their progress and performance
 - holding weekly follow up meetings with new members
 - holding monthly feedback sharing meeting with new members
- collaborating with the team to determine the final result of the Probation Period (pass/fail)

DEK Coaches are responsible for assisting the LMs in collecting the required feedback during the Probation Period.

Human Resource department is responsible for managing the administration of the Probation Period, including informing new members of the final result.

6. Reference documents

N/A