

## DEK Technologies Vietnam Office Access Policy

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### 1 Purpose

To clearly define the expectations and constraints with in which a member can access and use the office.

DEK Technologies Vietnam encourages healthy members to be able to freely access the office.

### 2 Effective Date

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

### 3 Principles

Security of the DEK Technologies Vietnam office is important and must be taken seriously.

Each member is responsible to ensure the security of the DEK Technologies Vietnam office.

The DEK Technologies Vietnam office is available only to current healthy DEK Technologies Vietnam members without supervision or pre-approval 24/7.

Each member must treat the office and the equipment with respect.

Each member should respect the health of their friends and colleagues and are not allowed to come to the office with a highly contagious disease or a fever. For example, if you have a highly contagious disease such as chicken pox or conjunctivitis (pinkeye), you must go to the doctor and get a certificate so you can submit a claim to the Social Insurance.

### 4 Policy

Each member must come to a full stop at the guard station with their motorbikes and get the approval from the guard when entering or leaving the basement.

Before entering the office, each member must have their temperature measured by security. Anyone registering a high temperature will not be allowed to enter.

Each member is responsible for his or her actions while at the office and accepts the consequences of their actions.

No visitor can access the building without signing in with the guards.

Visitors must park their bikes outside the front of the office.

Any member found not to follow this policy will be banned from accessing the hours between 6pm and 7am. The duration of the ban will be on a case by case basis.

Each member respects the guard at all times and follows their instructions.

Each member should inform the guard as early as possible any intention to access the office outside of normal hours so that the guards can be aware and plan their time.

## 5 Responsibilities

The guards must ensure that every individual have their temperature measured before entering the building, including parking. Anyone with a fever must be immediately turned away and a record made.

A member with a recorded fever will not be allowed to access the office for a period of two weeks from when the fever was recorded.

The guards must ensure all visitors are signed in and given a pass. They are also responsible for ensuring all visitors sign out and return the pass; e.g. Suppliers, candidates etc.

All visitors must be assigned a member to escort and accompany them while they are on the Engineering floors.

No visitors are allowed in the DEK Technologies Vietnam office outside of normal office hours without prior written approval.

Each member must at all times visibly wear a security pass while at the office. Failure to visibly wear a security pass at the office will result in an immediate fine for each infringement.

Each member should question anyone not wearing a visible security pass.

Each member must completely clean up any mess and return to as was when accessing the office outside of the hours 7am to 7pm.

Each member must sign in when accessing the office outside of the normal office hours.

Each member should refer to level 5 for the phone numbers of the security guards.

Each member needs to ensure all doors close behind them to maintain the security standard of the office.

## 6 Reference documents

N/A