

## DEK Technologies Vietnam 1on1 Policy

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### 1 Purpose

To give members an opportunity to share any improvement feedback to the team, the area, and the company. The 1on1 session is also for members to share the career interest that they want to develop in a short and long-term period.

### 2 Effective Date

This version of the policy is effective from the 1<sup>st</sup> July 2023

### 3 Principles

DEK Technologies Vietnam wants to build a good working environment where members feel that they belong to the organization and grow in the way that they want.

Members are always encouraged to give their feedback. DEK Technologies Vietnam actively listens to all feedback in a collaborative way and takes corresponding action plan depending on the feedback itself.

1on1 feedback takes place in:

- April and October (mandatory)
- July (optional)

### 4 Policies

Feedback collectors include DEK Coaches, Team Leaders (TLs), Line Managers (LMs), Department Heads (DHs), General Director (GD).

Feedback collectors send 1on1 feedback meeting requests to members in April and October, it is mandatory for members to join that meeting.

Feedback collectors send 1on1 feedback meeting request to members in July, but it is optional for members to join that meeting.

Feedback collectors collect the feedback from members based on the following recommended categories:

- Workload
- Team happiness
- Team satisfaction

- Technical and career interest
- Feedback to the team
- Feedback to the area
- Feedback to the company

DEK Coaches/TLS review all received feedback with the LMs/DHs in each area to address improvement feedback:

- If the feedback is related to the team, DEK Coaches/TLS/LMs will collaborate with the team and the area to make improvement.
- If the feedback is related to the company, LMs will synchronize with the DHs to bring up these improvement ideas to the DEK Vn Management Team for consideration.
- DEK Coaches/TLS/LMs will close the feedback loop with response to team members.

DEK Vn Management Team has monthly meetings to review the progress of actions for all feedback.

## 5 Responsibilities

Feedback collectors are responsible for sending meeting requests to invite members to 1on1 feedback discussion.

Members are responsible for providing the feedback.

Feedback collectors are responsible for collecting all feedback and sharing it with their managers.

The DEK Vn Management Team is responsible for taking appropriate actions based on the feedback received.

The DEK Vn Management Team is responsible for scheduling the monthly follow-up meeting to review the progress of actions for all feedback.

## 6 Reference documents

N/A