

DEK Technologies Vietnam Performance Evaluation Policy

1 Purpose

To fairly and accurately identify the members that should be rewarded, acknowledged and retained.

To fairly and accurately identify the members that are not performing as expected and help them.

2 Effective Date

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

3 Principles

The performance evaluation (PE) will be conducted at least twice a year.

The PE usually takes place in July and January every year.

Members must read and understand the performance expectations defined by DEK Technologies Vietnam. Please refer to [here](#) in the DEK Quality Management System (QMS).

The other DEK offices and/or the customer can be asked for the input of a member's performance when required.

All PE information collected will not be shared with the members who are evaluated. Therefore, members should feel free to give open and honest feedback.

DEK Coaches and LMs are to evaluate each member's performance fairly.

The output of the PE will not be shared with members. However, if members want to get feedback for self-improvement, they should register for Feedback Sharing [1].

The output of the PE is only one of many inputs into the salary review.

Promotion is considered at the end of each year. For further information, please refer to Promotional Path document [2].

4 Policy

Members who pass their probation or training prior to three months compared to the time of conducting PE, will be included in the PE process. For example, if a member passes probation or training before 1st April or 30th September, their PE feedback will be collected.

DEK Coaches and/or LMs inform team members in advance about

- the timeline of collecting performance feedback
- a set of predefined questions that will be asked during the meeting

DEK Coaches collect feedback from team members based on a list of predefined questions [3].

DEK Coaches review and evaluate the performance based on the defined criteria.

A synchronization meeting in a business area is held between DEK Coaches and LM to agree on the results and promotional cases based on the defined criteria.

Another synchronization meeting is held between business areas to review the results and promotional cases.

A meeting is held, including DEK Coaches, LM, HR and GM to discuss any exceptional cases.

5 Responsibilities

Members are responsible for coming to the evaluation meeting well-prepared and giving honest feedback to DEK Coaches and/or LMs.

DEK Coaches and LMs are responsible for understanding the evaluation criteria and process.

DEK Coaches and LMs are responsible for collecting PE feedback, reviewing and evaluating for members.

LMs are responsible for holding sync meetings in the business area and with the other business areas.

LMs are responsible for collecting PE feedback of DEK Coaches.

LMs are responsible for sending the final results to HR.

HR and GM are responsible for participating in the company sync meeting.

6 Reference documents

[1] DEK Technologies Vietnam Feedback Sharing Policy.

[2] Promotional Path.

[3] Performance Evaluation Questions.