

DEK Technologies Vietnam Office Transfer Policy

1 Purpose

This policy gives the opportunity for DEK Technologies Vietnam members to migrate to Australia or Sweden and work for either DEK Technologies Australia or DEK Technologies Sweden respectively.

2 Effective Date

This version of the policy is effective from the 1st of January 2024.

3 Principles

This policy is founded on the best of intentions but requires the business to be able to execute. Therefore, it is not possible to promise several transfers per year.

Once someone qualifies to be registered as part of the office transfer program, it may take time to execute the actual move, and we ask for the patience and understanding of the member.

4 Policy

To qualify to register to be part of the office transfer program, the member themselves must meet four main criteria:

- Loyalty
 - Needs to be a current member of DEK Technologies Vietnam and has worked for the company for a minimum of 5 years.
- Attitude
 - Has a proven history of being a responsible team player who has had a positive overall influence on his colleagues and the business.
- Performance
 - Has a proven history of high performance and contribution.
- English
 - Must demonstrate English proficiency at a minimum level of B2 (CEFR) by:
 - ✓ Providing certified certificates from recognized language assessment authorities, such as TOEFL, IELTS, or equivalent (e.g., *TOEFL 60–78/IELTS 6.0/TOIEC Listening 400 – Reading 385 – Speaking 160 – Writing 150*).
 - ✓ Using Company English Assessment results. In this case, the member is required to submit results for all four skills (*Listening, Speaking, Reading, and Writing*) as part of the proficiency evaluation.

For a member to be transferred:

- there must be a business need in the receiving office that the member can fulfill.
- The member must pass an interview with the receiving office.
- The member must be able to meet all required Visa conditions (qualifications, language, medical, family etc.)
- The receiving organization must act as a sponsor.

The receiving office always has full veto ability on whether they want to receive the member or not.

There is no prioritization given to the order of registration.

The member will receive full payout of all entitlements from DEK Technologies Vietnam within seven days of ending the employment with DEK Technologies Vietnam, this includes but is not limited to TOIL, Annual Leave, Thirteenth month bonus.

It is up to the member and the receiving office to agree on the terms and conditions of the new employment agreement. This includes the type of Visa and any sharing of some migration or othercosts.

5 Responsibilities

A member who wishes to register should send an email to their Area Manager, HR, and the General Manager.

The Area Manager is responsible for confirming if the requested member has been registered or not into the program.

The Human Resource Department is responsible for managing the Interoffice Transfer register.

The General Manager is responsible for informing other offices of the members who have been successfully registered.

The receiving office is responsible for contacting the registered member for an interview and all other potential following steps.

The Area Manager is responsible for setting the actual transfer date for members who have been accepted to be transferred.

The receiving office is responsible for organizing the application and finalization of the required Visa. The member is responsible for actively providing all required information, paperwork, and following the required process as specified by the receiving office.

6 Reference documents

N/A