

DEK Technologies Vietnam Work from Home Policy

1 Purpose

To clearly define the expectations and constraints when working from home to ensure that the customers' expectations are always exceeded.

The Work from Home (WFH) policy is intended to allow flexibility and to make DEK Technologies Vietnam an attractive workplace.

2 Effective Date

This version of the policy is effective from the 1st of June 2021.

3 Principles

Members are encouraged to spend time with the team and should try to balance to be in the office in order to support team events and company activities which take higher priority than WFH plan.

Therefore, WFH plan can be changed or cancelled in order to be in the office if necessary.

DEK Technologies Vietnam trusts all members to WFH at a sustainable pace.

Teams should raise or escalate any issues if team members do not contribute well during WFH or if things do not work as expected.

Members must understand, respect and follow strictly DEK Vietnam ICT policy when WFH.

If members get a fever or a contagious disease or unexpected health incidents, they should inform teams, LMs, HR so that WFH can be considered.

It is encouraged that videos should be used in the meeting so as to maximize the discussion and communication in the team.

There are also a few tips to help us WFH more effectively as follows:

- Have a clear start time and end time for your workday
- Motivate yourself, think positively and set clear goals to complete your tasks
- Control your social media
- Actively and regularly get in contact with the team
- Take a short break to keep you energized and focused
- Use different features of Teams, e.g. note taking, showing background effects, etc. in the meeting with the team
- Reward yourself

4 Policy

The WFH policy will be applicable to members who have more than three years of experience at DEK and work on projects which the customer allows WFH.

The maximum number of WFH hours is 64 hours per month and there must always be visible/obvious output while WFH.

To be able to WFH you must:

- Get prior approval from your team
- Submit the [WFH form](#)
 - Your request can include days/dates that are up to 31 days in the future.
 - The WFH form MUST be submitted at least one business day BEFORE working from home
- Have one member from the team approve the official submission on behalf of the team
 - You will receive an email notifying you of the approval or rejection

Failure to follow the process correctly will result in an automatic rejection of the request to WFH.

If you need to cancel or update the planned WFH for whatever reason, you must first discuss with your team and then resubmit the [WFH form](#).

When WFH, members should respect the core time of their teams and always are accessible during working hours. If a longer break is needed, members should let the team know.

When WFH, members should join all team events such as daily meeting, planning meeting, code review meeting, etc., as they do in the office.

When WFH, members are not allowed to work in public places.

No TOIL hours can be earned when WFH.

When WFH, members should be ready to support their team activities as well as company activities such as conducting on-the-job training, mentoring newcomers, interviewing, etc. as they work in the office.

Members who have had security incidents will not be allowed to WFH after a year since the incident time.

If it is found that members are abusing the WFH policy (to deliberately use it for the wrong purpose) and

- the team actively escalates and addresses the issue, the WFH policy will remain in place.
- the team is not escalating and addressing the issue, this policy will be withdrawn at either team level, area level or entire company level.

Members who violate WFH policy will not be allowed to WFH.

It is essential for members to sign the form prepared by HR before taking laptop home. The optional equipment that can be taken home is screen/monitor/LCD, keyboard and mouse. Also, it is notable that members have to be liable for what they take home.

5 Responsibilities

The feature team is responsible for checking, approving or rejecting the request for WFH.

The feature team is responsible for escalating issues when members do not respect WFH policy.

Members must report hours accurately and honestly.

Members must ensure they have a stable Internet connection at home and they must return to the office to work if they have any Internet issues.

Members must inform their feature team, LM, HR and ICT when they will WFH.

Members must inform the security guard when they take ICT devices out of the office.

Members must follow the DEK Vietnam ICT Policy [1] when WFH.

Members must follow the DEK Vietnam Technologies Overtime Policy [2] before working overtime.

HR is responsible for preparing documents for members to sign before WFH.

ICT is responsible for providing VPN access to WFH users.

ICT will update the WFH information to the security guard.

6 Reference documents

[1] DEK Vietnam Technologies ICT Policy

[2] DEK Vietnam Technologies Overtime Policy