

DEK Technologies Vietnam Working Hours Policy

1 Purpose

To clearly define the expectations and constraints which allow flexibility and balance while still ensuring that the customers' expectations are always exceeded.

DEK Technologies Vietnam encourages a good work life balance.

2 Effective Date

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

3 Principles

Everyone commits and respects that quality output and commitment to deadlines is the highest priority, therefore to maintain a healthy work life balance, all members need to work at a sustainable pace which will avoid the need for overtime and extra hours.

Everyone understands and respects that working as a team is extremely important and results in greater output and success. Therefore, it is important to be together at the same time, attend all team meetings, etc.

For distributed teams it is important to consider the time zone of the DEK members in the other DEK offices.

DEK Technologies Vietnam trusts all members to accurately track and honestly report the actual hours worked.

4 Policy

Everyone understands, accepts, and respects they are required to work a minimum of 8 hours a week day and 40 hours a week.

Every week, each member is entitled to a break of two days on Saturday and Sunday.

Every member is entitled to take short rests and a lunch break at their discretion.

The time taken for lunch cannot be considered as part of the 8-hour work day.

Every member is entitled to have at least 24 consecutive hours off in one week.

Every member is entitled to the following public holidays:

- Western New Year: 01 day (the first day of January of each calendar year);
- Lunar New Year Holiday: 05 days (01 final day of previous Lunar New Year and the first 04 days in the next Lunar New Year);
- Hung Kings Commemoration Day: 01 day (the tenth day of March of each Lunar year);
- Victory Day: 01 day (the thirtieth day of April of each calendar year);
- International Labour Day: 01 day (the first day of May of each calendar year);
- National Day: 01 day (the second day of September of each calendar year);

Members who are foreign citizens working in Vietnam are also entitled to one traditional public holiday and one national day of their country.

When a public holiday occurs on a weekly day off, the member is entitled to take the following day off also.

Team members must spend a minimum of 6 core hours a day together in order to maximise performance as a team. For distributed teams, the core hours must also ensure the time overlaps a minimum of 3 hours with the other office.

5 Responsibilities

The feature team is responsible for defining the core hours of the team and to record and communicate those core hours via the team charter to the team, Coaches, LM and HR.

The feature team is responsible for self-regulating members who do not respect the defined core hours and minimum working time.

The feature team is responsible for escalating issues when members repeatedly do not respect the defined core hours and minimum working time.

Members must inform their feature team, Line Managers and HR when they will not be at the office during core hours.

Members must follow the DEK Vietnam Technologies Leave Policy [1] before taking any leave.

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

Members must follow the DEK Vietnam Technologies TOIL Policy [3] before working any extra hours.

6 Reference documents

[1] DEK Technologies Leave Policy

[2] DEK Vietnam Technologies Overtime Policy

[3] DEK Vietnam Technologies TOIL Policy