Prepared: Support Functions
Approved: Daniel Tedesco
Security Class: Internal

Document no: DEK-23:0027
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DEK Technologies Vietnam Remote Work Policy

1   Purpose

To clearly define the policy and benefits of remote workers.

2   Effective Date

This version of the policy is effective from 1st May, 2023.

3   Principles

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

The Remote Work policy is intended to allow flexibility and to make DEK Technologies Vietnam an attractive workplace.

There are different benefits between office and remote members. For more information, please refer to this link. Overseas travel is not applied as a priority for remote members unless there is a special request from the customer.

Members must sign the Minutes of Confirmation and Commitment before becoming official remote members.

4   Policy

Not all roles in DEK Technologies Vietnam can be remote work roles.

The following roles are not approved as remote work roles:

- Business Area Manager
- DEK Coach
- Division Head
- Finance
- General Manager
- HR
- ICT
- Line Manager
- Program Manager
- Release Manager
- Scrum Master
- Team Guardian

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For an Engineering role to be authorized as a remote work role it requires pre-approval from the project. For example, if the customer does not allow remote work roles, the request will be rejected.

DEK Technologies Vietnam will provide members with a laptop, keyboard, and mouse. Equipment supplied by DEK Technologies Vietnam is to be used for business purposes only.

DEK Technologies Vietnam is not responsible for expenses associated with working remotely, including heat, electricity, internet, etc.

No TOIL hours can be earned when working remotely.

Remote members will be eligible for merit raises and promotions based on company policy and performance reviews.

If domestic travel for a remote member is required, it will be requested by the Line Manager and approved by the Division Head based on business need. Travel expenses will be reimbursed as outlined in DEK Technologies Vietnam Domestic Travel Policy [1].

It is encouraged that video should be used in meetings to maximize discussion and communication in the team.

Also here are a few tips to help remote members be effective:

- 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

Members who want to switch from office to remote work must meet the following criteria:

- A proven history of high performance
- A proven history of high responsibility
- Experienced level
- Years of service at DEK Technologies Vietnam to be more than 2 years
- No security violation within the last 12 months.

5 Responsibilities

Remote members must:

- Ensure they are working hours 40 hours a week
- Ensure their workspace is free of safety hazards
- Respect the core time of their feature teams. If a longer break is needed, remote members must inform their team
- Not to work in public places

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Remote members must report hours accurately and honestly.

Remote members must ensure they have a stable Internet connection and must use their leave if they have any Internet issues or power issues that prevent them from working.

Remote members must inform their feature team, LM, HR when they will use any leave.

Remote members must strictly follow all DEK Technologies policies. We would like to highlight the importance of:

- DEK Technologies Vietnam Code of Conduct Policy [2]
- DEK Technologies Vietnam Confidential Policy [3]
- DEK Technologies Personal Data Privacy [4]
- DEK Technologies ICT Policy [5]
- DEK Technologies Vietnam ICT Policy [6]
- DEK Technologies Vietnam Overtime Policy [7]

HR is responsible for preparing documents for remote members.

ICT is responsible for providing VPN access to remote members.

6 Reference documents

[1] DEK Technologies Vietnam Domestic Travel Policy

[2] DEK Technologies Vietnam Code of Conduct Policy

[3] DEK Technologies Vietnam Confidential Policy

[4] DEK Technologies Personal Data Privacy

[5] DEK Technologies ICT Policy

[6] DEK Technologies Vietnam ICT Policy

[7] DEK Technologies Vietnam Overtime Policy