

## DEK Technologies Vietnam Fresher Training Period Policy

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### 1. Purpose

To clearly define the expectations and behaviors of members who are in their 3-month Fresher Training Period.

### 2. Effective Date

This version of the policy is effective from the 1<sup>st</sup> date of January 2021.

### 3. Principles

The Fresher Training Period is a program that allows the Fresher:

- to smoothly integrate into the company's culture and environment
- to gain technical skills and soft skills to adapt to the real project of their team
- to have a chance to evaluate if the company is a good match for them

The Fresher Training Period is a program that allows DEK Technologies Vietnam:

- to provide training and mentoring to build the required technical skills and soft skills
- to find Freshers who are eager to learn, especially new technology
- to find compatible and long-term members to join the company
- to orientate Freshers and help choose the best direction for them
- to support Freshers to contribute to the success of their team and the company

### 4. Policies

After the Fresher Training Period is successfully completed, Freshers who choose to sign a labour contract are committing to work with DEK Technologies Vietnam for a 1-year period. The commencement of the 1-year commitment period is counted from the day of signing the labour contract.

If the member breaks the commitment period, they are required to reimburse the Training Fee. Training Fee means all fees, costs and expenses incurred or paid by DEK Technologies Vietnam for the Training, which includes but is not limited to training fee: fees paid for trainers, training materials, classes, machinery, equipment and practical materials, etc., the Financial Support, and other cost.

If a Fresher is unable to successfully complete the Fresher Training Period, a mutually beneficial resolution between the Fresher and DEK Technologies Vietnam will be reached.

## 5. Responsibilities

DEK Technologies Vietnam will cover all fees, costs and expenses of Training and create favorable conditions for new Fresher's attendance and completion of the Training and the application of the knowledge gained from the course.

New Freshers are responsible for:

- punctually attending all classes
- conforming to all policies of DEK Technologies Vietnam, including security and ICT policies

Fresher commits to reimburse the training cost if violating the terms regulated in the Training Agreement [1].

Team members are responsible for supporting and mentoring Freshers during their Fresher Training Period and providing the required feedback.

Line Managers (LMs) are responsible for:

- keeping Freshers informed of their progress and performance
  - holding weekly follow up meetings with Freshers
  - holding monthly feedback sharing meeting with Freshers
- determining the final result of the Training Period (pass/fail)

DEK Coaches are responsible for assisting the LMs in collecting the required feedback during the Training Period.

Human Resource department is responsible for managing the administration of the Fresher Training Period, including informing the Fresher of the final result.

## 6. Reference documents

[1] Training Agreement