

DEK Technologies Vietnam Relaxation Areas Policy

1 Purpose

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

2 Effective Date

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

3 Principles

All members commit and respect that quality output and commitment to deadlines has the highest priority.

All members understand and respect 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 other DEK Technologies offices.

Examples of relaxation areas are:

- "Level 5"
- Library
- Balconies
- Entertainment areas (Bilac, Billiards, Table Tennis, Gym equipment, Music instruments etc.)

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

4 Policy

The relaxation areas are available to members at all times, unless otherwise instructed.

Members are not allowed to sleep in any of the relaxation areas; sleeping in the relaxation area restricts other members being able to use the area.

Members are to be considerate with their noise level in relaxation areas, so as not to overly disturb others.

No gambling for money is allowed as specified by the Vietnamese law.

All members understand that non-working time at the relaxation areas cannot be considered and reported as part of an 8-hour working day; however, every member is entitled to take short rests during work hours.

All members understand, accept and respect they are required to work a minimum of 40 hours a week.

5 Responsibilities

Members cannot report relaxation time as work hours; however, every member is entitled to take short rests during work hours.

Members are responsible for keeping the relaxation areas and equipment in good condition, as well as clean and tidy.

The feature team is responsible for self-regulating members who do not respect the use of the relaxation areas and activities as non-work hours.

The feature team is responsible for escalating issues when members repeatedly do not respect the use of the relaxation areas and activities as non-work hours.

The Trade Union is responsible for the management of the relaxation areas.

6 Reference documents

[1] DEK Technologies Vietnam Working Hours Policy

[2] DEK Technologies Vietnam TOIL Policy