

## DEK Technologies Vietnam Gifts Frequency Policy

---

### 1 Purpose

All gifts are offered to all employees as a way of expressing our heartfelt gratitude for choosing to work for DEK Technologies Vietnam.

Backpack, Helmet, Water Bottle, T-shirt, Jacket, Raincoat and Mug are among the items in package.

### 2 Effective Date

This version of the policy is effective from the 1<sup>st</sup> of June, 2023

### 3 Principles

To specify the time for re-issuing items from DEK Technologies Vietnam

Each employee receives a gift upon becoming an employee of DEK Technologies Vietnam

### 4 Policy

After the first issuance, all gifts are re-issued, and the re-issue time for each product is indicated in the table below:

No	Items	Frequency
1	Backpack	3 years
2	Helmet	3 years
3	Water Bottle	3 years
4	T-Shirt	Every year
5	Jacket	2 years
6	Raincoat	2 years
7	Mug	3 years

The frequency of each item is determined by the day you begin working at DEK Technologies Vietnam.

### 5 Responsibilities

Everyone is responsible for keeping the above items in good condition and refraining from using any of the gift for commercial purposes that could harm DEK Technologies Vietnam.

Admin Team is in charge of regularly monitoring issuance and reporting.

## 6 Reference documents

N/A