

# DEK Technologies Vietnam Recruitment Referral Policy

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## 1 Purpose

To clearly define how all current members can recommend many new talents to DEK Technologies Vietnam.

## 2 Effective Date

This version of the policy is effective from the 29th of April 2022.

## 3 Principles

DEK Technologies Vietnam recognizes that its members are the key to success, and encourages members to refer qualified applicants for technical positions at any time, even if there is no current job advertisement posted.

The purpose of the Recruitment Referral Bonus Program (RRBP) is to reward current members who bring new talent to DEK Technologies Vietnam.

## 4 Policy

All members are eligible to participate in the RRBP except for the Recruitment members of the Human Resource Department (HR).

For a member to receive the referral bonus, the candidate they recommend cannot be:

- a former employee within 1 year,
- a past contractor or agency employee previously used by DEK Technologies Vietnam,
- someone who DEK Technologies Vietnam has already received the details of in the previous 1 year;

and the candidate must pass the probation or training period and become a fulltime member.

All referrals must be received by email.

Members are eligible for rewards within 12 months from the date the referral email is received even if a candidate is interviewed at a later time or gets hired for another position.

There is no cap on the number of referrals a member can make. All referral bonuses will be paid accordingly.

If multiple referrals for the same candidate are received, the first emailed referral will be eligible for the referral bonus if applicable.

The date the referral email is received is used to calculate the years of experience of the candidate.

The bonus payment will be paid out if the potential new member recommended is successfully employed full time, i.e. passes the training period/probation and enters into full-time employment.

The bonus amount is paid using the payroll exchange rate at the time of payment. The bonus payment will be paid out according to the payroll within the month the new member passes the training period/probation.

The bonus amount is:

- 0 <= year < 1 year's experience      200 USD
- 1 <= years <= 3 years' experience      400 USD
- 3 < years <= 6 years' experience      700 USD
- 6+ years' experience                        1.000 USD

The recruitment process will be fair and consistent with DEK Technologies Vietnam policies and procedures, with no bias for or against candidates whose selection might make another member eligible for a referral bonus.

Each month, there is a Interview Referral Reward (IRR) for people who refer candidates that attend an interview that month. The IRR for each candidate attending an interview is 500.000VND.

Each year, there is a Yearly Referral Competition (YRC). For each successful RRBP case, the member will have one ticket to join YRC Lucky Draw to win the prize of 30.000.000VND at the Year-end Party.

DEK Technologies Vietnam also has the hot bonus program. This program can change the referral bonus amount from time to time for specific roles. The hot bonus program will apply at the discretion of HR.

All amounts are expressed in gross and paid to the bank account of the member receiving the payment. Applicable taxes will be deducted.

## 5

## Responsibilities

Members are to recommend candidates with the correct technical ability level, good attitude and behavior.

HR will send a monthly reminder email to all members about the:

- open positions that need to be filled;
- IRR, including a list of members;
- YRC, including a list of members with tickets.

HR will keep track of the correct payments to be made. The DEK Technologies Vietnam Finance department is in charge of proceeding the payments according to the information from HR.

HR will have final authority over all aspects of the RRBP and competitions.

HR will handle any disputes or misinterpretations of this RRBP and competitions.

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## 6 Reference documents

N/A