

DEK Technologies Vietnam Visitor Policy

1 Purpose

To show our visitors a warm welcome and hospitality.

To build a closer relationship with the visitors.

2 Effective Date

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

3 Principles

A visitor is considered someone from the client and members from the other offices.

It is important to invite our visitors to any company, Trade Union and DEK Foundation activities during the period they visit the Vietnam Office.

Such company activities include:

- Team building
- New team kick off
- Project Release Celebration
- Birthday party
- BBQ
- Mid Autumn
- Annual trip
- Family Day
- Women Day
- Christmas
- Tet Party
- Etc.,

Each visitor will receive a gift package only one time at the 1st time they visit the Vietnam Office such as rice picture, scarf, coffee powder, coffee filter and bag.

Each visitor is entitled to at least 1 lunch or 1 dinner.

4 Policy

a. Lunch or dinner:

- For client: the number and budget are up to the discretion of the Department Head or General Director. It must follow the usual approval process.
- For visiting members of other offices: the budget for 1 visiting member and the team to go together is 1.000.000VND. For example: if there are 2 visiting members, the budget will be 2.000.000VND.
- The total number of participants should be aligned with the purpose of building a closer relationship with the individuals. i.e., it should be small enough to allow each participant to communicate with each other.

b. Company activities:

- The visitor will be invited to other activities if they occur during their trip in Vietnam.
- The budget for the activity will be the same as the approved activity budget.
- The payment process will be the same as the activity policy.

c. Claim process:

- For client: Admin Team will claim.
- For visiting members of other offices: The Team will claim.
- The required claim documents must be submitted:
 - Payment request form (briefly shows the department, quantity of actual participants, visitors)
 - Financial e-invoice (vendors send to email) and the detailed receipt (physical paper show the ordered items)
 - Approval email from Department Head or General Director.

5 Responsibilities

The team is responsible for planning and registering the activity for the visitor to get approval from Department Head or General Director by email.

The team is responsible for inviting the visitor to the activity.

The team is responsible for supplying required documents when making a claim.

The Department Head or General Director is responsible for approving or denying the activity. The approval must be given in written email before the activity. The Finance Team must be included in the approval email.

Finance is responsible for accurately and legally recording the expense.

Admin Team is responsible for supporting the booking and payment for the client's part.

6 Reference documents

Team Building Policy

New Team Kick Off Policy

Project Release Celebration Policy

Annual Trip Policy

Family Day Policy

Payment request form