

DEK Technologies Vietnam Environmental Policy

1 Purpose

To define the DEK Technologies Vietnam environmental guidelines, responsibility and activities.

To clarify the rights and responsibilities of the DEK Technologies Vietnam Environmental Ambassador Team.

For the DEK Technologies global environmental policy please refer to the DEK Environmental Policy [1] document.

2 Effective Date

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

3 Principles

As a company we want to reduce the environmental impact of our organization's activities, products and services in Vietnam.

We commit to:

- prevent pollution and a continual improvement regime
- comply with relevant regulations of laws and other requirements related to the environment
- establish a framework to set environmental goals and indexes
- popularize environmental awareness to all members of the company
- improve public awareness

The DEK Technologies Vietnam Environmental Ambassador Team is responsible for championing the protection of the environment in Vietnam, and challenging both members and the company to do more.

4 Policy

DEK Technologies Vietnam is committed to minimizing the environmental impact of our operations and complying with the current Vietnamese environmental laws. We commit to make environmental improvement activities inside the company and also the whole community, including the following:

- Use resources such as electricity, paper, gas, etc. effectively
- Apply the best practices in waste management
- Raise people's awareness on environmental issues and protection
- Disseminate our environmental policies to all members of the company

The DEK Technologies Vietnam Environmental Ambassador Team must have the following minimum roles formally filled to be active:

- Chairperson
- Financial Officer
- Secretary

All positions in the DEK Technologies Vietnam Environmental Ambassador Team are volunteer positions.

The DEK Technologies Vietnam Environmental Ambassador Team will create and present a yearly plan to all DEK Technologies Vietnam members.

All formal communication by and to the DEK Technologies Vietnam Environmental Ambassador Team will be done via the email environment-ambassadors@dektech.com.au.

The DEK Technologies Vietnam Environmental Ambassador Team is responsible for raising their own funds.

The DEK Technologies Vietnam Environmental Ambassador Team can request funds from DEK Technologies Vietnam for environmental causes.

The raised or requested funds will be handled and controlled by the DEK Technologies Vietnam Environmental Ambassador Team.

All funds may only be spent on costs directly related to helping the environment. No funds can be spent to cover personal expenses.

All funds raised and spent will be accurately tracked and honestly reported in writing quarterly. Those reports will be sent to all DEK Technologies Vietnam members.

Members who participate in DEK Technologies Vietnam Environmental Ambassador Team events do so on a voluntary basis.

If a member wishes to be part of the DEK Technologies Vietnam Environmental Ambassador Team they can send an email to environment-ambassadors@dektech.com.au.

5 Responsibilities

DEK Technologies Vietnam needs to actively improve facilities, events, and activities in a way that reduces their environmental impact.

The DEK Technologies Vietnam Environmental Ambassadors are responsible for planning, setting up and organizing initiatives and activities that result in positive contribution to the Vietnamese environment. They are responsible for clearly informing the details of activities to DEK Technologies Vietnam members, encouraging and giving them the opportunity to participate.

DEK Technologies Vietnam members can join and support all initiatives and activities.

DEK Technologies Vietnam members can join any DEK Technologies Vietnam Environmental Ambassadors meetings.

The DEK Technologies Vietnam Environmental Ambassadors chairperson is overall responsible for the committee and its activities. They are responsible for running committee meetings at least once a quarter. The meetings should be run in an open and transparent way.

The DEK Technologies Vietnam Environmental Ambassadors financial officer is responsible for accurately tracking and reporting on all funds. They are responsible for preparing and distributing a financial quarterly report.

The DEK Technologies Vietnam Environmental Ambassadors secretary is responsible for keeping minutes of all meetings.

Members are encouraged to follow the principles (e.g. save paper, electricity, reduce water usage, plastics, etc.) and raise environmental concerns/ideas and bring them forward so they can be addressed.

6 Reference documents

[1] DEK Environmental Policy