Prepared: Support Function
Approved: Daniel Tedesco
Security Class: Internal

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dek
TECHNOLOGIES

DEK Technologies Vietnam TOIL Policy

1   Purpose

To clearly define the expectations and constraints with in which a member can accumulate and consume TOIL hours.

The TOIL system is to allow flexibility and provide a good work life balance.

2   Effective Date

This version of the policy is effective from the 17th of February 2020.

3   Principles

The purpose of TOIL is not to accumulate a large number of hours that can then be used for a long period of leave in the future.

DEK Technologies trusts all members to work at a sustainable pace which will avoid the need for overtime and extra hours.

4   Policy

Accumulated TOIL hours are additional hours worked on a project needs basis only.

There must always be visible/obvious output from the extra hours worked.

Only the actual hours worked on a particular day are allowed to be reported and recorded against that day. No type of adjustment in terms of actual hours worked or when they were worked is allowed. Any adjustment is considered inappropriate and a form of theft.

The following activity cannot result in accumulated TOIL:

- Ramp-up period of projects
- Self-study
- Health-check
- All staff meetings
- Relaxation
- Travel
- Trade Union

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The following non-project related activities may result in TOIL with prior approval from the Line Manager:

- Support for internship program
- Support for recruitment
- University relationship related
- The policy is designed to encourage a good and healthy work life balance.

TOIL hours can be accumulated at the following rate and maximum limit without prior approval:

- 2 hours/weekday
- 5 hours/week
- 12 hours/month
- 40 hours/year

If a member has accumulated TOIL more than the defined limit without prior approval (e.g. > 2 hours/weekday, >5 hours/week, >12 hours/month, >40 hours/year), the extra hours will be removed.

Before accumulating TOIL hours on a weekend, the member must:
- Specify what type of work will be done and get prior approval from their Line Manager
- Inform the team of their plan
- The accumulation of the hours must be according to the above rules

When reporting hours that will be accumulated TOIL, there should be a separate row entry with notes in the time reporting system briefly describing the work done.

There is no limit on the amount of TOIL that can be consumed during the year.

When taking leave in multiple of 4 hours, Annual Leave must be used before any TOIL.

At the end of the year:
- a maximum of +16 hours of TOIL can be carried over to the following year. Any additional hours will be lost and removed.
- a maximum of -16 hours of TOIL can be carried over to the following year. Any remaining negative hours will be processed as Leave Without Pay [1].

5   Responsibilities

Members must report hours accurately and honestly.

LMs must ensure the TOIL hours accumulation and consumption follow the policy, and make the appropriate adjustments when approving timesheets weekly, and at the end of each month.

HR must keep an accurate record of all TOIL accumulated and consumed and produce a monthly report for record keeping.

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6   Reference documents

[1] DEK Technologies Vietnam Leave Policy