

## DEK Technologies Vietnam Feedback Sharing Policy

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### 1 Purpose

To help members grow in the way that they want through an open, collaborative and friendly discussion.

### 2 Effective Date

This version of the policy is effective from the 1<sup>st</sup> of August 2020.

### 3 Principles

Feedback Sharing is not an input for salary review or promotion.

Feedback Sharing is not about sharing the output of the performance evaluation (PE). Feedback Sharing is a system that has been created to allow members to have the opportunity for self-improvement.

Feedback Sharing is optional for members to register and participate in.

Feedback Sharing will be conducted at least twice a year.

Feedback Sharing usually takes place in July/August or January/February every year.

### 4 Policy

LMs will send a registration link for members to register Feedback Sharing.

Members can nominate the DEK Coach/LM responsible for collecting feedback; otherwise, by default their DEK Coach/LM will collect feedback.

By default, DEK Coaches/LMs will collect feedback from each team member; however:

- members can remove people who they do not want feedback collected from in their team
- members can nominate additional people outside the team to collect feedback from

DEK Coaches/LMs will use a list of suggested questions for feedback collection [1].

DEK Coaches/LMs will share feedback with people who have registered for Feedback Sharing.

Members should work with the DEK Coaches/LMs so that they can create a plan for self-improvement based on the accepted feedback.

There is no official record to be kept. It is up to DEK Coaches/LMs and members to decide how to document for follow up.

DEK Coaches/LMs will follow up with members about their self-improvement progress in March/April and September/October.

DEK Coaches/LMs and members can agree to schedule additional meetings as needed.

No meeting is mandatory, and it is up to members.

## **5 Responsibilities**

LMs are responsible for sending a registration link to members to register.

LMs are responsible for sharing the list of registration for Feedback Sharing to DEK Coaches.

Members are responsible for registering Feedback Sharing if they want.

Members are responsible for creating their own plan for self-improvement with the support of DEK Coaches/LMs if required.

DEK Coaches/LMs are responsible for collecting feedback and sharing with members.

DEK Coaches/LMs are responsible for scheduling the follow-up meetings with members.

## **6 Reference documents**

[1] Questions for Feedback Collection.