

DEK Technologies Vietnam Overtime Policy

1 Purpose

To clearly define the expectations and constraints with in which a member can work overtime.

2 Effective Date

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

3 Principles

Overtime Hours – are officially requested additional hours to be worked because a commitment to the customer is at risk of not being met due to a sudden issue(s).

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

DEK Technologies cannot charge the customer for hours over a certain limit, therefore overtime is not an encouraged practice.

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

The overtime policy is designed to encourage a good and healthy work life balance.

4 Policy

Overtime can be worked when the Business Area Manager (BAM) or Line Manager (LM) has requested in writing that the overtime is required (BEFORE the overtime hours are worked).

All Overtime hours when recorded in the time reporting system must be a separate row entry and clearly state:

- Short description of task carried out
- Start time
- Stop time

Overtime will be paid out at the rate specified by the labour laws of Vietnam.

Weekday			Weekend		Public Holiday	
6am-7am	7pm-10pm	10pm- 6am	6am-10pm	10pm- 6am	6am-10pm	10pm- 6am
150%	150%	210%	200%	270%	300%	390%

NB. Between 7am and 7pm on a weekday any earned overtime is paid at a rate of 100%.

The number of overtime working hours of a member must not exceed 04 hours per day, 30 hours per month, 200 hours per year as specified by the labour laws of Vietnam.

If a member is required to work overtime for seven consecutive days, the member is entitled to take the equivalent time off as overtime hours worked. If due to work commitments the member cannot take the entitled time off, the member will receive a second payment for the overtime.

LMs must only allow seven days of consecutive overtime under very exceptional circumstances.

HR will calculate the overtime rate in the payroll.

Members cannot convert their overtime hours to Time Off in Lieu (TOIL).

5 Responsibilities

Members must report hours accurately and honestly and with the details required as specified in this policy.

LMs must ensure the overtime policy is followed when approving the timesheets, and make any appropriate adjustments if needed.

LMs must inform HR of approved overtime. Without HR receiving the approval, they cannot process the overtime hours.

HR must keep an accurate record of all overtime hours and produce a monthly report for record keeping.

6 Reference documents

N/A