

## DEK Technologies Vietnam Project Release Celebration (PRC) Policy

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### 1 Purpose

To recognize the effort and contribution from teams and celebrate the achievements of the area.

### 2 Effective Date

This version of the policy is effective from the 1<sup>st</sup> of October, 2023.

### 3 Principles

The PRC budget is intended to allow areas (e.g., SBG, Seeing Machines, IMS Tools, HR, Finance, ICT, etc.) to celebrate achievements each quarter at the office.

The event is not allowed to be organized outside the office.

Some activities recommended for PRC are:

- Lunch
- Dinner

### 4 Policy

The budget for the PRC is 100.000VND per member per quarter.

The budget is only applied for registered members, i.e. if the area has 30 members but only 20 members register to join the event, the budget is 2.000.000VND and not 3.000.000VND.

If the area misses to do the PRC in one quarter, the budget does not roll-over to another quarter.

The PRC budget is not allowed to combine with the team building budget [1]

### 5 Responsibilities

The area requester is responsible for planning and registering the event for approval from Department Head by email.

The email should be sent 10 working days in advance and keep Finance Team and Admin Team in the c.c. list. The email must contain:

- Members names
- Location of event

- Date of event

The area requester must choose the supplier from the list provided by Admin Team.

Admin Team is responsible for supporting to prepare the food, documentation, and payment.

The Department Head cannot approve a PRC event he/she will attend.

Finance Team is responsible for accurately and legally recording the expense.

## 6

### Reference documents

- (1) DEK Technologies Vietnam Teambuilding Policy