

DEK Technologies Vietnam Family Day Policy

1 Purpose

To clearly define the expectations and behavior which allows members to have an enjoyable and rewarding Family Day.

2 Effective Date

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

3 Principles

The Family Day is:

- A way for DEK Technologies Vietnam to show its appreciation to all members and their family for their contribution and support during the year
- A benefit for the members in terms of the trip itself and the opportunity to get to know everyone better together with their family, stronger team work and close relationships

Even though it is not mandatory to be involved in all events of the day, it is encouraged that people get involved.

4 Policy

The Family Day is an event that DEK Technologies Vietnam encourages members to attend, however it is not a mandatory event.

No activities in the Family Day are mandatory.

DEK Technologies Vietnam members can select to bring family from one of these groups:

- Their entire immediate family (wife/husband and children); or
- Their parents; or
- One of their girlfriends/boyfriends/friends; or
- One of their sisters/brothers

Members are welcomed to invite more people from the above categories at their expense.

During the Family Day any additional expenses not explicitly covered in the agenda will be paid by the members.

After officially registering to attend, if a member or family member is not able to attend for whatever reason, that member will need to personally pay any expense that cannot be recovered/stopped on their behalf.

The Family Day will be held on one day over a weekend at a location reasonably close to HCMC.

5 Responsibilities

DEK Technologies Vietnam is in charge of organizing, buying travel insurance for the trip.

A member who is registered to attend but wants to cancel needs to inform Organizer/HR/GD in writing that they will not be attending. The earlier the member cancels their registration, the less chance the member will need to pay for costs that cannot be recovered.

For activities sponsored by the Trade Union, all members must keep requested tickets to receive a full refund. A refund will not be provided without the ticket.

Everyone is responsible for being on time as specified by the agreed schedule.

6 Reference documents

N/A