

DEK Technologies Vietnam Disciplinary Policy

1 Purpose

To clearly define the expectations and constraints with in which disciplinary action will be taken if required.

2 Effective Date

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

3 Principles

At all stages of the procedure the principles of natural justice and fairness will apply. At each stage of the disciplinary procedure, members will have the right to:

- Be informed of the complaint against them and be given sufficient opportunity to present their case and call witnesses to support their case, as appropriate.
- Be accompanied to disciplinary meetings by a witness.
- Be normally not dismissed for a first offence, other than gross misconduct.
- Be informed and encouraged to use the right of appeal.

No disciplinary action will be taken against a member unless the case has been investigated or evidence is available.

4 Policy

The four levels of disciplinary actions described below will be used for inappropriate conduct or bad behaviour:

1. Verbal warning
2. Written warning
3. Penalty/Compensation
4. Dismissal

The company reserves the right to skip stages of the disciplinary procedure depending on the seriousness of the allegation.

Members will always be given the opportunity to respond to any raised issue/concern of their behaviour or action, and have the right to appeal against any decisions made.

Human Resource, Trade Union and Line Managers must be involved in any formal disciplinary action.

5 Responsibilities

Members must read and follow all policies, Internal Labor Regulations [1], Collective Labor Agreement [2], and terms of the company.

Members must try best to complete their job, maintain order and discipline at work.

Members are responsible for correcting and improving their own behaviour.

Members are responsible for escalating inappropriate behaviour that is negatively impacting the company culture. Please refer to the DEK Technologies Vietnam Escalation Policy [3].

6 Reference documents

[1] Internal Labor Regulations

[2] Collective Labor Agreement

[3] DEK Technologies Vietnam Escalation Policy