

DEK Technologies Vietnam Trade Union Policy

1 Purpose

To clarify the rights and responsibilities of the DEK Technologies Vietnam Trade Union Committee and Members.

2 Effective Date

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

3 Principles

The Trade Union (TU) was established to:

- Represent members in order to persuade, negotiate with DEK Technologies Vietnam about members' benefits in case they need help
- Build a good working environment for members (e.g. organize sports clubs, TU events, provide support in important personal events or issues, maintain entertainment equipment, etc.)

The Trade Union (TU) committee is responsible for managing and executing the activities and responsibilities of the TU.

4 Policy

DEK Technologies Vietnam members automatically become a TU member from the 1st working day at the company. To be a TU member is voluntary. If a DEK Technologies Vietnam member does not wish to be a TU member, they can unregister their TU membership by sending an email to tu-vn@dektech.com.au.

The TU committee must have the following minimum roles formally filled to be active:

- Chairperson
- Finance controller
- Club administrator(s)
- Event coordinator(s)

The TU committee will be elected by all TU members via a TU congress organized every 5 years.

During a 5-year term, the TU committee is authorized to add, fill, or replace a TU position in the TU committee without holding a general election.

TU members who are on maternity leave or unpaid leave will have their TU membership suspended until they return to work.

Each member holding a TU committee position will receive a monthly allowance from the TU membership fund.

- Chairperson 500,000 VND per month
- Finance controller 300,000 VND per month
- Clubs administrators 300,000 VND per month
- Events coordinator 300,000 VND per month

The amount of allowance set per position can only be changed with an approval voting ballot held during a TU congress.

To be a TU member, there is a monthly membership fee of 100,000 VND. The amount of the TU membership fee can only be changed with an approval voting ballot held during a TU congress.

TU members are encouraged to suggest improvements, including the creation of new clubs, to the TU committee.

Members can refer to the Collective Labour Agreement [1] for more in-depth legal details about the support provided by the TU.

5 Responsibilities

The TU members must contribute the monthly membership fee.

The TU members who take on a TU committee position must be proactive in fulfilling those positions, as well as participate in activities and events.

The TU members must proactively inform the TU committee of any personal important events or issues so that the TU is able to fulfill its responsibilities.

The TU committee is responsible to organize events and activities for members (e.g. birthday party, women day, children festival day, sport activities, football prediction games, etc.).

The TU committee is responsible to represent members in order to persuade, negotiate with DEK Technologies Vietnam about members' benefits in case they need help.

The TU committee is responsible to support the Human Resource department, to organize and run the following company activities and events, to ensure those events are the best possible for its members:

- Annual trip
- Family day
- BBQ party
- Year End party

The TU chairperson is overall responsible for the committee and its activities. They are responsible for running committee meetings at least once a quarter. The meetings should be run in an open and transparent way.

The TU financial officer is responsible for accurately tracking and reporting on all funds. They are responsible for preparing and distributing a financial monthly report.

The TU Club administrators are responsible for:

- Promoting the club
- Organising club activities
- Managing club finances
- Managing any club equipment
- Managing any club suppliers

The TU Event coordinators are responsible for:

- Promoting events
- Organising event activities
- Managing event finances
- Managing any event equipment
- Managing any event suppliers

DEK Technologies Vietnam contributes to the TU fund as specified by the labour laws of Vietnam.

DEK Technologies Vietnam coordinates and supports TU committee to organize TU activities and events.

6 Reference documents

[1] Collective Labour Agreement