

DEK Technologies Vietnam Team Building Policy

1 Purpose

To help build a highly effective and friendly team that can trust and rely on each other.

2 Effective Date

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

3 Principles

It is important to know about our fellow members not only at work, but also outside of work.

Some team building activities recommended are:

- Fika
- Lunch
- Dinner
- Bowling
- Karaoke
- Night at the cinema
- Escape room
- etc.

The team building budget is intended to allow people to celebrate achievements during the quarter.

4 Policy

The budget for the team building is 300,000 VND per person per quarter.

This budget can be split over multiple team building activities during the quarter.

The budget is only applied if a team member attends the team building, i.e. if you have a five-person team but only four people join the event, the budget is 1.2MVND and not 1.5MVND.

Team members from other offices or customers visiting DEK Technologies Vietnam are allowed to join the team building activity and the budget for them is as normal.

If a team misses to do the team building in one quarter, the budget does not roll-over to another quarter.

Wherever possible a red invoice needs to be submitted. If a red invoice is not available due to a reasonable reason a normal receipt will be accepted.

Receipts written for other companies will not be accepted.

DEK Technologies Vietnam reserves the right to refuse to pay according to the team building budget if the receipts seem invalid.

When making a claim finance requires:

- Red invoice and a list of food if the food is not shown on the red invoice
- Signed member approval list for those who attended

5 Responsibilities

The team must plan and register the event for approval by email. The mail must contain:

- Subject written as <team name> TEAM BUILDING FOR QUARTER <number>
- Members names
- Location of event
- Date of event

The Line Manager is responsible for approving or denying a team building event. The approval must be given in writing (email) before the event. Finance and HR must be included in the approval email.

When a team member makes a claim, they need to ensure the policy is followed in full, otherwise the claim can be denied.

The Line Manager cannot approve a team building event he will attend.

Finance is responsible for accurately and legally recording the expense.

6 Reference documents

Member approval list template.