

## DEK Technologies Vietnam Foundation Policy

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### 1 Purpose

To clarify the rights and responsibilities of the DEK Technologies Vietnam Foundation Committee as part of the global DEK Technologies Foundation.

### 2 Effective Date

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

### 3 Principles

The DEK Technologies Foundation was started by the company's directors and staff as a response to witnessing the struggles of the poor and disadvantaged in our communities.

Over the years, the DEK Technologies Foundation has partnered with several organizations to provide sustainable, fair and equitable solutions that address the causes and symptoms of the poor and underprivileged.

The DEK Technologies Vietnam Foundation Committee was created to give DEK Technologies Vietnam members the opportunity to actively make positive contributions to the Vietnamese society (e.g. supporting ethnic minority children and families, supplying necessities to the homeless, etc.) as part of the global DEK Technologies Foundation initiative.

DEK Technologies Vietnam members are encouraged to raise ideas and causes to support.

### 4 Policy

The DEK Technologies Vietnam Foundation Committee must have the following minimum roles formally filled to be active:

- Chairperson
- Financial Officer
- Secretary

All positions in the DEK Technologies Vietnam Foundation Committee are volunteer positions.

The DEK Technologies Vietnam Foundation Committee will create and present a yearly plan to all DEK Technologies Vietnam members and the DEK Technologies Foundation.

All formal communication from and to the DEK Technologies Vietnam Foundation Committee will be done via the email [dekvn-foundation@dekttech.com.au](mailto:dekvn-foundation@dekttech.com.au).

The DEK Technologies Vietnam Foundation Committee is responsible for raising their own funds.

The DEK Technologies Vietnam Foundation Committee can request funds from the DEK Technologies Foundation for charitable causes.

All funds raised or requested will be handled and controlled by DEK Technologies Vietnam Foundation Committee.

All funds may only be spent on costs directly related to helping the community and society in Vietnam. No funds can be spent to cover personal expenses.

All funds raised and spent will be accurately tracked and honestly reported in writing quarterly. Those reports will be sent to all DEK Technologies Vietnam members and the DEK Technologies Foundation quarterly.

Members who participate in DEK Technologies Foundation events do so on a voluntary basis.

If a member wishes to be part of the DEK Technologies Vietnam Foundation Committee, or have a cause they would like to support, they can send an email to [dekvn-foundation@dekttech.com.au](mailto:dekvn-foundation@dekttech.com.au).

## 5 Responsibilities

The DEK Technologies Foundation Vietnam Committee are responsible for planning, setting up and organizing charitable activities that result in positive contribution to the Vietnamese society. They are responsible for clearly informing the details of the activities to DEK Technologies Vietnam members, encouraging and giving them the opportunity to participate.

DEK Technologies Vietnam members can join and support all activities.

DEK Technologies Vietnam members can join any DEK Technologies Foundation Vietnam Committee meetings.

The DEK Technologies Foundation Vietnam 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 DEK Technologies Foundation Vietnam financial officer is responsible for accurately tracking and reporting on all funds. They are responsible for preparing and distributing a financial quarterly report.

The DEK Technologies Foundation Vietnam secretary is responsible for keeping minutes of all committee meetings.

## 6 Reference documents

N/A