

**ADMINISTRATION REGULATION**

WORK INSTRUCTION: 000/1-WI-001

Version:14

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Effective date: 14 Sep. 2012

**1. PURPOSE**

This Work Instruction is to provide guideline concerning to Administration matters.

**2. APPLICATION**

It is applied to all sections which have a work concerning to Administration section in FUJIKURA FIBER OPTICS VIETNAM.

**3. REFERENCE DOCUMENT**

0-Pr-001: Control of document.

**4. CONTENT****4.1 Overtime-working****4.1.1 Preparation**

- A copy of Overtime-working Request is required for all employees with overtime-working (1-WI-001/1-Fo-001). And it shall be sent to ADM before overtime-working arises. Except for the urgent case on holidays or non-working days, Overtime-working Request will be sent to ADM right after overtime-working arises.
- ADM shall inform section name or employee name with overtime-working to security guard. For urgent case, overtime-working on holidays or non-working days, ADM shall inform security guard verbally (by phone etc...) based on BOM's order.
- Engineer/ staff with overtime-working shall verbally inform 4 hours in advance, quantity of overtime snacks for them and their subordinates. Overtime snack only offers for the employee with 2.5 hours upwards.

**4.1.2 Time**

- Overtime-working shall be requested by engineer/ staff, section manager and approved by section manager, based on actual business situation.
- Overtime period is from 21<sup>st</sup> of the previous month to 20<sup>th</sup> of the current month.
- Time for overtime-working snack is 20 minutes, not included in overtime-working.
- Actual overtime shall be approved by section managers.
- For mass overtime-working in PRD and QAS, Actual Overtime-Working Table (1-WI-001/1-Fo-002) is verified everyday by overtime engineer in charge, checked by section manager and approved by Division Manager at the end of overtime period.

**4.1.3 Record**

- Original of Overtime-Working Request and Actual Overtime-working Table shall be sent to ADM on every 21<sup>st</sup>.
- ADM shall send a copy of Actual Overtime-working Table to ACC every 22<sup>nd</sup>.
- Retention time: original shall be kept at least 1 year by ADM.

**4.2 Transportation**

- All of transportation is managed and arranged by ADM.
- Transportation is only provided for BOM, engineer and staff from HCM City to the factory and back on working days.
- Transportation for business trip shall be registered at Vehicle Note. Other cases will be decided by ADM section manager or BOM.
- Transportation for Overtime-working shall be provided and arranged by ADM for engineer /staff to HCM City based on Overtime-working Request or BOM's order in urgent case only. Transportation offer will be decided by ADM section manager or BOM for other directions.
- Transportation end-user shall verify on the log sheet and toll fee (if any).

**Check by:** Nguyễn Thị Tường Vân**Approved by:** Nguyễn Thị Tường Vân**Date:** 14 Sep. 2012**Date:** 14 Sep. 2012**Prepared by:** Nguyen Ngoc Dung**Date:** 14 Sep. 2012**4.3 Non-attendance Application**

- Non-attendance Application is managed by ADM.

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- All of Non-attendance Application (1-WI-001/1-Fo-003) shall be approved in advance by section manager for their subordinates, by BOM for section managers. In urgent case, directly verbal approval is acceptable and Non-attendance Application shall be supplemented within 3 days when the absent employee's back, and not later than every 20<sup>th</sup>.
- This Non-attendance Application is applied for all working time as normal time (07:30 – 16:30) and all shift work.
- Within 30 minutes when any working time starts, all sections, shift engineer or shift leader shall inform name of absent employees to ADM or by a message stuck on ADM desk for shift 1 and shift 3.
- Cut-off day for all leaves is every 20<sup>th</sup>.
- Non-attendance Monthly Report (1-WI-001/1-Fo-004) shall be prepared by ADM and approved by General Director. A copy of Non-attendance Monthly Report will be sent to ACC every 22<sup>nd</sup> for salary calculation.
- All kinds of leave in the Non-attendance Monthly Report are based on 21<sup>st</sup> of the previous Calendar month to 20<sup>th</sup> of current Calendar month. Working days are based on Calendar month (from 1<sup>st</sup> to 31<sup>st</sup>).

**4.4 Shift-work**

- List of shift-workers (1-WI-001/1-Fo-020), or Shift Change Application (1-WI-001/1-Fo-005) shall be registered with section manager's approval on HRM software in advance 1 working day. ADM shall inform security guard list of shift-workers every working week and change (if any).
- To A-shift-work, list of A shift-workers is approved by BOM, besides registering with section manager's approval on HRM software.

**4.5 Commodity-out permit**

- Commodity-out Permit (1-WI-001/1-Fo-006) is used for all of goods out the factory. A copy should be sent to ADM and original to security guard.
- Except for the case, goods are deposited or declared as personal property at security guard.

**4.6 Company Notice**

- Company Notice is controlled by ADM.
- Company Notice shall be registered and numbered by ADM. Its number shall be XX-00Y. XX is GD (General Director) or GM (General Manager) or ADM (Administration Section), who to issue Company Notice. Y is serial number.
- A copy with Controlled Copy-ADM in red will be pasted on the Notice Board, and original shall be kept by ADM.
- Time of record is decided by ADM section manager.

**4.7 Entrance Permit**

- Entrance Permit (1-WI-001/1-Fo-007) is used for all guests/ visitors to the factory.
- Engineer/ staff who have a business with the guest/ visitor will sign on Entrance Permit for verifying.
- Workshop Access Permit (1-WI-001/1-Fo-017), shall be approved by GD and sent ADM for control. Upon this permit, ADM shall deliver Visitor card and Visitor cap for workshop access.
- The requester shall be responsible for visitor's workshop access based on the permit.

**4.8 ID Card Electronic Request**

- ID Card Electronic Request is applied to request re-issuing ID card due to loss, damage.
- ID Card Electronic Request shall be approved by section manager and submitted to ADM together with damaged ID card (if any).
- New ID card will be re-issued when ID Card Electronic Request is approved by ADM section manager.
- Retention time of ID Card Electronic Request is decided by ADM section manager.
- Attendance at workplace FOV (1-WI-001/1-Fo-018) is submitted to ADM section with approval of section manager if failing scanning ID card upon going in/ out FOV.

**4.9 Uniform Request**

- Uniform Electronic Request is applied to request uniform as labor uniform, office uniform due to loss, damage, tear, etc...
- Uniform Electronic Request shall be approved by section manager and ADM section manager based on duly reason.
- Retention time of Uniform Request is decided by ADM section manager.

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**4.10 Introduction letter**

- Introduction letter (1-WI-001/1-Fo-010) is controlled by ADM.
- Introduction letter (in Vietnamese) is prepared if there's any requirement from outside company or Government Offices, Consulates, etc.,
- Introduction letter is registered by ADM after approval by BOM.

**4.11 Letter to Governmental Bodies.**

Any letter to Governmental Bodies as VSIP, Customs Office, Tax Department, Immigration Office etc., shall be registered at ADM.

**4.12 Outside training.**

Outside training schedule shall be sent to ADM in advance when the outside training starts or at least training schedule in 6 months for long-term outside training. Any change in schedule must be informed to ADM in writing. ADM is responsible to inform that schedule by email to BOM and all of section managers.

**4.13 Mobile phone.**

For business purpose, only mobile phone subscriber monthly will be offered for employee based on section request approved by GD. The limited expense is 300.000VND/person/month for Engineer/Staff upwards, and 100.000VND/person/month for Acting Engineer/Staff downwards.  
Only Japanese is offered hand-phone, which is approved by GD also.

**4.14 Evaluation.**

Official employee evaluation for contract extension (1-WI-001/1-Fo-013) is used for evaluating official employee with contract valid for from one to three years. The form will be approved by section manager/ department manager/ division manager/ GD.

**4.15 Going out permit**

All employees with need of going out the factory during the working time and break time are requested to submit Going out permit, excepting for Japanese. This form will be approved by section manager upwards.

For employees with special leave (taking care of baby under one year old) one hour / working day during a specific period, employees are requested to submit Going out permit with going out time in that period and send to ADM section.

For employees with dayshift of 7:30-16:30, going out/in during break time from 10:50-11:50 or 11:10-12:10 or 11:30-12:30 will submit Going out permit, approval is not necessary.

For employees who have finished the working time, this permit is not required, only ID card and inform the guard of their shift working (especially 3-shift working).

**4.16 Line request on HRM software**

All sections need to create new line or rename line on HRM software are requested to submit to ADM section. The form of line request on HRM software (1-WI-001/1-Fo-019) will be approved by section manager upwards.

**4.17 Scholarship, Summer campaign, VSIP charity... sponsor**

- Every year, the company has the plan to sponsor scholarship for students of University of Technology and University of Technical Education to support them.
- The others scholarship, charity programs will be considered by general director for each case.

**5. Attached form**

1. 1-WI-001/1-Fo-001: Overtime-working Request
2. 1-WI-001/1-Fo-002: Actual Overtime-working Table
3. 1-WI-001/1-Fo-003: Non-attendant Application
4. 1-WI-001/1-Fo-004: Non-attendance Monthly Report
5. 1-WI-001/1-Fo-005: Shift Change Application
6. 1-WI-001/1-Fo-006: Commodity-Out Permit
7. 1-WI-001/1-Fo-007: Entrance Permit
8. 1-WI-001/1-Fo-010: Introduction letter
9. 1-WI-001/1-Fo-011: Non-attendance application (for seasonal employee)
10. 1-WI-001/1-Fo-012: Non-attendance Monthly report (for seasonal employee)
11. 1-WI-001/1-Fo-013: Official employee evaluation for contract extension
12. 1-WI-001/1-Fo-014: Employee non-extension for seasonal operator

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13. 1-WI-001/1-Fo-015 Going out Permit
14. 1-WI-001/1-Fo-016: Employment non-extension for seasonal operator in the first 3 months service
15. 1-WI-001/1-Fo-017: Workshop Access Permit
16. 1-WI-001/1-Fo-018: Attendance at workplace FOV
17. 1-WI-001/1-Fo-019: Line request on HRM software
18. 1-WI-001/1-Fo-020: Shift-work

**UNCONTROL COPY IF PRINTOUT**

## REVISION HISTORY

PROCEDURE: 000/1-WI-001

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Date	Person	Version	Old content description	New content	Reason of change	Change requester
				Description		
Apr. 09, 09	Hoàng Thị Thùy Trang	5	5. Attached form 1. 000/ADM-WI-001/ADM-Fo-001: Overtime-working Request 2. 000/ADM-WI-001/ADM-Fo-002: Actual Overtime-working Table 3. 000/ADM-WI-001/ADM-Fo-003: Non-attendant Application 4. 000/ADM-WI-001/ADM-Fo-004: Non-attendance Monthly Report 5. 000/ADM-WI-001/ADM-Fo-005: Shift Change Application 6. 000/ADM-WI-001/ADM-Fo-006: Commodity-Out Permit 7. 000/ADM-WI-001/ADM-Fo-007: Entrance Permit 8. 000/ADM-WI-001/ADM-Fo-008: ID card Request 9. 000/ADM-WI-001/ADM-Fo-009: Uniform Request Slip 10. 000/ADM-WI-001/ADM-Fo-010: Introduction letter 11. 000/ADM-WI-001/ADM-Fo-011: Non-attendance application (for seasonal employee) 12. 000/ADM-WI-001/ADM-Fo-012: Non-attendance Monthly report (for seasonal employee) 13. 000/ADM-WI-001/ADM-Fo-013: Official employee evaluation for contract extension 14. 000/ADM-WI-001/ADM-Fo-014: Employee non-extension for seasonal operator	5. Attached form  1. 1-WI-001/1-Fo-001: Overtime-working Request 2. 1-WI-001/1-Fo-002: Actual Overtime-working Table 3. 1-WI-001/1-Fo-003: Non-attendant Application 4. 1-WI-001/1-Fo-004: Non-attendance Monthly Report 5. 1-WI-001/1-Fo-005: Shift Change Application 6. 1-WI-001/1-Fo-006: Commodity-Out Permit 7. 1-WI-001/1-Fo-007: Entrance Permit 8. 1-WI-001/1-Fo-008: ID card Request 9. 1-WI-001/1-Fo-009: Uniform Request Slip 10. 1-WI-001/1-Fo-010: Introduction letter 11. 1-WI-001/1-Fo-011: Non-attendance application (for seasonal employee) 12. 1-WI-001/1-Fo-012: Non-attendance Monthly report (for seasonal employee) 13. 1-WI-001/1-Fo-013: Official employee evaluation for contract extension 14. 1-WI-001/1-Fo-014: Employee non-extension for seasonal operator	Revised name of form	QMR
Sep. 08, 09	Nguyễn Ngọc Dung	6		1-WI-001/1-Fo-015: Going out permit	Add more form	ADM manager
				New content	Reason	Change

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Date	Person	Version	Old content description	Description	of change	requester
Sep. 08, 09	Nguyen Ngoc Dung	7		1-WI-001/1-Fo-016: Employment non-extension for s.operator in the first 3 months service	Add more form	ADM manager
Sep. 08, 09	Le Thuy Ngoc Hung	8		1-WI-001/1-Fo-017: Workshop Access Permit	Add more form	ADM manager
Dec. 03,09	Le Thuy Ngoc Hung	9	5. Attached form 1. 1-WI-001/1-Fo-001: Overtime-working Request 2. 1-WI-001/1-Fo-002: Actual Overtime-working Table 3. 1-WI-001/1-Fo-003: Non-attendant Application 4. 1-WI-001/1-Fo-004: Non-attendance Monthly Report 5. 1-WI-001/1-Fo-005: Shift Change Application 6. 1-WI-001/1-Fo-006: Commodity-Out Permit 7. 1-WI-001/1-Fo-007: Entrance Permit 8. 1-WI-001/1-Fo-008: ID card Request 9. 1-WI-001/1-Fo-009: Uniform Request Slip 10. 1-WI-001/1-Fo-010: Introduction letter 11. 1-WI-001/1-Fo-011: Non-attendance application (for seasonal employee) 12. 1-WI-001/1-Fo-012: Non-attendance Monthly report (for seasonal employee) 13. 1-WI-001/1-Fo-013: Official employee evaluation for contract extension 14. 1-WI-001/1-Fo-014: Employee non-extension for seasonal operator. 15. 1-WI-001/1-Fo-015: Going out Permit 16. 1-WI-001/1-Fo-016: Employment non-	5. Attached form 1. 000/1-WI-001/1-Fo-001: Overtime-working Request 2. 000/1-WI-001/1-Fo-002: Actual Overtime-working Table 3. 000/1-WI-001/1-Fo-003: Non-attendant Application 4. 000/1-WI-001/1-Fo-004: Non-attendance Monthly Report 5. 000/1-WI-001/1-Fo-005: Shift Change Application 6. 000/1-WI-001/1-Fo-006: Commodity-Out Permit 7. 000/1-WI-001/1-Fo-007: Entrance Permit 8. 000/1-WI-001/1-Fo-008: ID card Request 9. 000/1-WI-001/1-Fo-009: Uniform Request Slip 10. 000/1-WI-001/1-Fo-010: Introduction letter 11. 000/1-WI-001/1-Fo-011: Non-attendance application (for seasonal employee) 12. 000/1-WI-001/1-Fo-012: Non-attendance Monthly report (for seasonal employee) 13. 000/1-WI-001/1-Fo-013: Official employee evaluation for contract extension 14. 000/1-WI-001/1-Fo-014: Employee non-extension for seasonal operator. 15. 000/1-WI-001/1-Fo-015: Going out Permit 16. 000/1-WI-001/1-Fo-016: Employment non-extension	Rename d as 0 -Pr - 001 (V9)	ADM manager

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			extension for seasonal operator in the first 3 months service 17. 1-WI-001/1-Fo-017: Workshop Access Permit	for seasonal operator in the first 3 months service 17. 000/1-WI-001/1-Fo-017: Workshop Access Permit		
June 21, 11	Nguyen Thi Hong Tham	10	5. Attached form 1. 000/1-WI-001/1-Fo-001: Overtime-working Request 2. 000/1-WI-001/1-Fo-002: Actual Overtime-working Table 3. 000/1-WI-001/1-Fo-003: Non-attendant Application 4. 000/1-WI-001/1-Fo-004: Non-attendance Monthly Report 5. 000/1-WI-001/1-Fo-005: Shift Change Application 6. 000/1-WI-001/1-Fo-006: Commodity-Out Permit 7. 000/1-WI-001/1-Fo-007: Entrance Permit 8. 000/1-WI-001/1-Fo-008: ID card Request 9. 000/1-WI-001/1-Fo-009: Uniform Request Slip 10. 000/1-WI-001/1-Fo-010: Introduction letter 11. 000/1-WI-001/1-Fo-011: Non-attendance application (for seasonal employee) 12. 000/1-WI-001/1-Fo-012: Non-attendance Monthly report (for seasonal employee) 13. 000/1-WI-001/1-Fo-013: Official employee evaluation for contract extension 14. 000/1-WI-001/1-Fo-014: Employee non-extension for seasonal operator. 15. 000/1-WI-001/1-Fo-015: Going out Permit 16. 000/1-WI-001/1-Fo-016: Employment non-extension for seasonal operator in the first 3 months service	5. Attached form 1. 1-WI-001/1-Fo-001: Overtime-working Request 2. 1-WI-001/1-Fo-002: Actual Overtime-working Table 3. 1-WI-001/1-Fo-003: Non-attendant Application 4. 1-WI-001/1-Fo-004: Non-attendance Monthly Report 5. 1-WI-001/1-Fo-005: Shift Change Application 6. 1-WI-001/1-Fo-006: Commodity-Out Permit 7. 1-WI-001/1-Fo-007: Entrance Permit 8. 1-WI-001/1-Fo-008: ID card Request (Cancel this form, request by electronic) 9. 1-WI-001/1-Fo-009: Uniform Request Slip (Cancel this form, request by electronic) 10. 1-WI-001/1-Fo-010: Introduction letter 11. 1-WI-001/1-Fo-011: Non-attendance application 12. 1-WI-001/1-Fo-012: Non-attendance Monthly report (for seasonal employee) 13. 1-WI-001/1-Fo-013: Official employee evaluation for contract extension 14. 1-WI-001/1-Fo-014: Employee non-extension for seasonal operator. 15. 1-WI-001/1-Fo-015: Going out Permit 16. 1-WI-001/1-Fo-016: Employment non-extension for seasonal operator in the first 3 months service 17. 1-WI-001/1-Fo-017: Workshop Access Permit	Revised name of form and Cancel form	ADM Manager

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Dec 28, 2011	Nguyen Ngoc Dung	11	<p>17. 000/1-WI-001/1-Fo-017: Workshop Access Permit</p> <p><b>4.13 Mobile phone.</b> For business purpose, only mobile phone subscriber monthly will be offered for employee based on section request approved by GD. The limited expense is 300.000VND/person/month, and employee shall show the reason if over limited expense.</p>	<p><b>4.13 Mobile phone.</b> For business purpose, only mobile phone subscriber monthly will be offered for employee based on section request approved by GD. The limited expense is 300.000VND/person/month for Engineer/Staff upwards, and 100.000VND/person/month for Acting Engineer/Staff downwards.</p> <p><b>4.8 ID Card Electronic Request</b> Attendance at workplace FOV (1-WI-001/1-Fo-018) is submitted to ADM section with approval of section manager if failing scanning ID card upon going in/out FOV</p>	Add more	ADM Manager
May 16, 12	Nguyen Ngoc Dung	12	<p><b>4.16 Line request on HRM software</b></p> <p>All sections need to create new line or rename line on HRM software are requested to submit to ADM section. The form of line request on HRM software (1-WI-001/1-Fo-019) will be approved by section manager upwards</p>	<p><b>4.16 Line request on HRM software</b></p>	Add more	ADM Manager
Jun 11, 12	Ngo Dang Truong	13	<p><b>4.17 Scholarship, Summer campaign, VSIP charity... sponsor</b></p>	<p><b>4.17 Scholarship, Summer campaign, VSIP charity... sponsor</b></p>	Add more	ADM Manager
Sep. 14, 12	Nguyen Ngoc Dung	14	<p><b>4.4 Shift-work</b></p> <ul style="list-style-type: none"> <li>- Until Thursday, list of shift-workers shall be sent to ADM in advance by section managers. ADM shall inform security guard list of shift-workers every working week and change (if any).</li> <li>- Shift Change Application (1-WI-001/1-Fo-005) shall be approved by section manger and sent to ADM in advance (if any).</li> </ul>	<p><b>4.4 Shift-work</b></p> <ul style="list-style-type: none"> <li>- List of shift-workers (1-WI-001/1-Fo-020), or Shift Change Application (1-WI-001/1-Fo-005) shall be registered with section manager's approval on HRM software in advance 1 working day. ADM shall inform security guard list of shift-workers every working week and change (if any).</li> <li>To A-shift-work, list of A shift-workers is approved by BOM, besides registering with section manager's approval on HRM software.</li> </ul>	Add HRM software	ADM