

C&B RULES

I. Application scope

Applied to all employees of FOV.

Applied as FOV's policies for annually reviewing salary and other benefits in recruitment, promotion, demotion and bonus period.

II. Definition

1 Management Group: Act.Staff/Engineer, Supervisor upwards

2 Operation Group: Operator, Leader, Technician/ Clerk downwards

III. Standard salary, Global grade

III.1. Salary standard table

Table 1"

No.	Title	Global grade	FOV grade	Salary table Code	Max rank	Saturated rank	Apply ceiling	Upgraded to (table)	Upgraded condition	New recruitment	Standard position vs (4)	Increase rank for Pro./Up.	Gap with Standard position
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>13</u>	<u>14</u>	<u>15</u>
A	Operating group												
1	Operator	N/A	0	O01	100	50	No			Starting	Y - 0	N/A	
2	Cleaner	N/A	0	O02	100	50	No			Starting	Y - 0	N/A	
3	Clerk	N/A	1	O03	100	50	No			Rule *3	Y - 0	3	
	Senior Clerk		2	O03	100	50	Yes	O07	Rule *1			3	
4	Technician	N/A	1	O04	100	50	No			Rule *3	Y - 0	3	
	Senior Technician		2	O04	100	50	Yes	O07	Rule *1			3	
5	Leader + Leader Technician	N/A	3	O05	100	50	Yes			Rule *3	Y - 0	3	
	Trainer		1	O05	100	50	No				Y - 0	3	
	Senior Trainer		2	O05	100	50	Yes					3	
	Upgrade 1 for Leader and (Senior) Trainer		Same	O05	100	50		O07	Rule *1			3	
	Upgrade 1 for Leader Technician		Same	O05	100	50		O08	Rule *1			3	
	Upgrade 2 for Leader and Leader Technician		Same	O08	100	50		O09	Rule *1 + C			3	
6	Specialist Technician + Specialist Senior Technician + (Senior) Nurse	N/A	1	O06	100	50	No			Rule *3 + S	Y - 0	3	
			2	O06	100	50	Yes	O08	Rule *1			3	
B	Management group												
1	Acting Engineer/Staff	GG2	X3	M01	60	40	No			Rule *4			-3
2	Engineer/Staff	GG2 or GG3	X3	M01	60	40	No			Rule *4	Y - 3	5	
3	Engineer (Hardware)	GG3	SH3	M02	60	40	No			Rule *4 + M	Y - 0	N/A	
4	Engineer (Software)	GG3	SS3	M03	60	40	No			Rule *4 + M	Y - 0	N/A	
5	Supervisor	GG4	X41	M04	60	40	Yes	M06	Rule *1	Rule *4 + M	Y - 0	4	
6	Senior Engineer/Staff (1)	GG4	X42	M05	60	40	No			Rule *4 + M			-3
7	Group Leader	GG4	X42	M05	60	40	No			Rule *4 + M	Y - 3	4	
8	SES Senior Engineer/Staff (1)	GG4	SS4	M10	50	35	No			Rule *4 + M			-3
7	SES Group Leader	GG4	SS4	M10	50	35	No			Rule *4 + M	Y - 3	4	
8	Senior Group Leader	GG5	X5	M06	60	40	No			Rule *4 + M			-3
	Senior Engineer/Staff (2)	GG5	X5	M06	60	40	No			Rule *4 + M			-4
9	Chief	GG5	X5	M06	50	35	No			Rule *4 + M	Y - 3	5	

	SES Chief	GG5	X5	M06	50	35	Yes	M07	Rule *2	Rule *4 + M	Y - 3	5	
10	Executive	GG6	X6	M07	50	35	No			Rule *4 + M			-3
11	Manager	GG6	X6	M07	50	35	Yes	M08	Rule *1	Rule *4 + M	Y - 3	4	
	SES Manager	GG6	X6	M07	50	35	Yes	M08	Rule *2	Rule *4 + M	Y - 3	4	
12	Department Manager	GG7	X7	M08	50	35	Yes	M09	Rule *1	Rule *4 + M	Y - 3	4	
13	Deputy Division Manager	GG8	X8	M09	50	35	No			Rule *4 + M			-3
	Division Manager	GG8	X8	M09	50	35	No			Rule *4 + M	Y - 3	4	
14	General Manager	GG9	X9	M11	50	35	No				Y - 0	4	

Upgraded condition **Rule *1**:

- (*) 3A+ in 3 years continuous with origin evaluation of salary in same title, or
- (*) 2A+ & 2A in 4 years continuous with origin evaluation of salary in same title.
- Maternity leave: refer maternity leave in Promotion rule.

(C) For upgrade 2, if salary evaluation less than A

(-1) rank for B compare with standard

No increase for C, D

Upgraded condition **Rule *2** (SES):

At least A of salary evaluation in current year.

Rank level to be used for review annual increasing salary & seniority will base on origin title.

New recruit **Rule *3**

Qualification: 4 ranks for College upwards

Experience: 2 ranks/year, max 5 years

After 6 months, if evaluation is B upwards: 1 ranks more/year, max 5 years

Performance allowance: C level

(S) need to evaluate for the very specific job with the qualifications of experience relevant to the assignment (such as milling, turning, high precision mechanical processing...)

New recruit **Rule *4**

Use Column "Acting C" in Salary table to define the starting based on: graduation years and experience in same position

If studying program from 9 semesters upwards: (graduation year)-1

In case of return from postpone labor contract to perform a national duty, the period of postpone will be counted as additional experience (rounded by year)

(M) max is 5 years. Special case must be approved by HR Dept. upward and/or GD

Noted for Internal/Seasonal external recruitment:

Apply rule *3 or *4, or converting from current salary follow to rule *5, apply the higher one.

Internal recruitment **Rule *5**

Starting will be defined as evaluation rank C

Increase at least 2 ranks

In case internal recruitment into lower position: convert to the similar salary rank in new salary table (accept of salary is a bit lower as well)

Allowance (if any) will be applied as new position

Performance allowance: C level

Promotion **Rule *6**

Basic salary defined in table 1 is equal to evaluation rank C

For promotion, apply 1 rank down for salary evaluation in previous position.

Promoted from Operating to management or promoted to GG6, the max evaluation after 1 rank down is B

Do not apply promoted from operating to management for Hardware and Software (acting) engineer directly. Will be change later if the performance well (at least 2 years)

Apply same rank in the salary table M01, or the max gap (amount) by 5 ranks in new table (which one lower)

Promotion from Operating to management

Basic salary to mapping for new basic salary = current basic salary + allowance of (position + performance + seniority + accommodation)

New seniority refresh from 0 year

Promotion within management group

Basic salary to mapping for new basic salary = current basic salary + (current seniority allowance -seniority allowance of new position)*service years

III. 2. Allowances

Table 2:

No.	Title	Position	Performance	Seniority	Attendance	Transport- ation	Accommo- -dation	Job-grade	Control size	Remark
A	Operating group									
1	Operator	N/A	N/A	Yes	Yes	Yes	Yes	Yes	N/A	
2	Cleaner	N/A	N/A	Yes	Yes	Yes	Yes	N/A	N/A	
3	(Senior) Clerk	Yes	Yes	Yes	Yes	Yes	Yes	N/A	N/A	
4	(Senior) Technician	Yes	Yes	Yes	Yes	Yes	Yes	N/A	N/A	
5	Leader + Leader Technician + (Senior) Trainer	Yes	Yes	Yes	Yes	Yes	Yes	N/A	N/A	
6	Specialist Technician + Specialist N/A	Yes	Yes	Yes	Yes	Yes	Yes	N/A	N/A	
7	(Senior) Nurse	Yes	Yes	Yes	Yes	Yes	Yes	N/A	N/A	
B	Management group									
1	(Acting) Engineer/Staff	N/A	N/A	Yes	Yes	Yes	Yes *	N/A	N/A	5% for ACC
2	Engineer (Hardware)	N/A	N/A	Yes	Yes	Yes	Yes *	N/A	N/A	
3	Engineer (Software)	N/A	N/A	Yes	Yes	Yes	Yes *	N/A	N/A	
4	Senior Engineer/Staff (1)	N/A	N/A	Yes	Yes	Yes	Yes *	N/A	N/A	5% for ACC
5	Supervisor	N/A	N/A	Yes	Yes	Yes	No	N/A	Yes	
6	Group Leader	N/A	N/A	Yes	Yes	Yes	Yes *	N/A	N/A	
7	SES Group Leader	N/A	N/A	Yes	Yes	Yes	Yes *	N/A	N/A	
8	Senior Group Leader	N/A	N/A	Yes	Yes	Yes	No	N/A	N/A	
9	Chief	N/A	N/A	Yes	Yes	Yes	No	N/A	N/A	
10	Executive	N/A	N/A	Yes	Yes	Yes	No	N/A	N/A	
11	Manager	N/A	N/A	Yes	Yes	Yes	No	N/A	N/A	
12	Department Manager	N/A	N/A	Yes	Yes	Yes	No	N/A	N/A	
13	Deputy Division Manager	N/A	N/A	Yes	Yes	Yes	No	N/A	N/A	
14	Division Manager	N/A	N/A	Yes	Yes	Yes	No	N/A	N/A	
15	General Manager	N/A	N/A	Yes	Yes	Yes	No	N/A	N/A	

* Accommodation for management applied for =<5 years from graduation only

* Seniority allowance (**Table 3**):

No.	Title	Amount	Max years of seniority
1	Operating group	60,000/Month	7
2	Management group (inclusive in Salary)	230,000/Year	10

* Overtime allowance: apply for global grade: GG6 upwards as of 10 hours/month. Do not count by each record as other positions

In special case (trouble shooting, on special duty...) => apply compensation and approved by GM

IV. Promotion, demotion and re-shuffle

IV.1. Re-shuffle

Keep the same of current salary table, and separated the level of management, such as: Management & Non-Management & Operating

If shuffle between management and non-management title, the salary may change follow to rule of each position (Global grade + Salary table code)

If shuffle to temporary position, keep all of current benefits and salary, except performance and position allowance will be applied with new position (C level)

For Operator shuffled to Acting Leader, performance allowance will be applied by one rank down from last salary evaluation level (max B)

Evaluation as Rule *12

When return to original position, the performance and position allowance will be applied as before transfer of lastest evaluation result (which one higher)

IV.2. Promotion

Duration:

2 times/year in March and September. Effective date: Mar. 21 and Sep. 21

Condition

Promotion by each rank, not jump (as each layer of position chart)

No verbal warning in last 1 year, written warning in last 2 years

Compliance with HR forecast

Evaluation requirement (Table 4):

No.	Promotion	Experience	Evaluation condition		Education	English	Remark
				P appraisal			
1	Within operating group						
	1.1 Operator (rank 2 at least) to Leader	3 years	1A+ and 2A	1A+	N/A	N/A	
	1.2 Others	2 years	1A+ and 2A	1A+	N/A	N/A	
2	From operating group to management group	2 years	3A+	Include	Intermediate upwards	Communicate, read and write ~ TOEIC 500	To (Acting) Engineer/staff Apply interview for all cases
3	Within management group						
	3.1 GG3	2 years	2A+ and 1A	1A+	2 years	2 years	
	3.2 GG4, GG5	2 years	1A+ and 2A	Include	2 years	2 years	
	3.3 GG6 upwards	2 years	Most of A	Include	2 years	2 years	70% A is preferable

Notes:

1 >= 12 days => round to 1 month

2 Maternity leave

Full time in evaluation period (more than 4 months): skip and use the previous evaluation

Not full time in evaluation period >= 2 months for each period: use evaluation during working time. Accept to skip 1 time and replaced by the previous evaluation

3 In case the Section has a demand of recruiting Clerk, Technician position from Operator position, it must be applied as Internal recruitment guideline instead of Promotion guideline.

4 In case employee in Operating group having the related university certification and company having demands in the management group (engineer/staff), can apply change the position as the demand with new job assignment (not require of evaluation result, only reference), apply the interview and apply 2 months probation in new position as new recruitment.

V. Evaluation & Bonus

V.1. Overall

Table 5:

No.	Title	P Appraisal (Salary)	G Appaisal 1	G Appaisal 2	G Appaisal Total	13 th salary	KPI Bonus	SES Bonus (KPI)	6 months Appraisal
0	Scope and duration								
	Evaluation duration	Dec. 21 ~ Dec. 20	Dec. 21 ~ Jun. 20	Jun. 21 ~ Dec. 20	Dec. 21 ~ Dec. 20	Dec. 21 ~ Dec. 20	Every quarter (21 to 20)	Every half (21 to 20)	After 6 mons from joindate
	Effective from	Jan. 01	Jun. 21	Dec. 21					
1	Operating group								
1.1	Special period								
	New employee < 6 months + new internal recruit - OS1	D	N/A	C	D				
	Maternity leave - OS2	D	N/A	N/A	Rule *7				
1.2	Normal period - ON								
1.2.1	Operator + Cleaner (FOV grade 0)								No
	Impact to	Salary	N/A	N/A	Bonus (1+2)	13 th salary	Operator only	N/A	
	Paid by	From Jan.	N/A	N/A	Jan. (50%) Apr. (50%)	December	Next quarter	N/A	

1.2.2	FOV grade 1, 2, 3								Yes, performance
	Impact to	Salary	N/A	Performance Allowance	Bonus (1+2)	13 th salary	N/A	N/A	
	Paid by	From Jan.	N/A	From Jan.	Jan. (50%) Apr. (50%)	December	N/A	N/A	
Note: Performance allowance of 1.2.2 will be used salary evaluation result at the same period.									
2	Management group								
2.1	Special period								
	New employee < 6 months + new internal recruit - MS1	C	N/A	N/A	D				
	Maternity leave - MS2	D	N/A	N/A	Rule *7				
2.2	Normal period - MN								Yes
	Impact to	Salary	Bonus (1)	Bonus (2)	N/A	13 th salary	N/A	SES soft only	
	Paid by	From Jan.	July	January	N/A	December	N/A	Next half	
3	Seasonal position (Internal/external)								No

Rule *7: bonus evaluation for maternity leave period

1 rank down compare with evaluation in latest working period, max is C

Rule *8:

Evaluation result (ER) = Average(OS1, OS2, ON) or = Average(MS1, MS2, MN)

Salary increase based on ER

Note: the period before promotion (if any) shall be skipped

Bonus calculation: by each individual period with corresponding evaluation result

Rule *9: Method of compliance check with guideline

Salary

Use ER to compare with guideline for the current position at current section

Bonus:

Do not use evaluation before promotion for this comparison step

For operating group:

Leader & Operator: use ER to compare with guideline for the current position at current section

Others: use rule "For management group" as below

For management group:

Use ER to compare with guideline for the current position at current section if no replacement during any member taking maternity leave

Use MN to compare with guideline for the current position at current section if having replacement during any member taking maternity leave (seasonal...)

Rule *10: Reduce evaluation result

Case 1: unpaid too much, up to 1 month (>= 20days)

Case 2: to be in discipline

Rule *11: Suggestion award (approved list by GD)

Upgrade 1 rank of evaluation to review salary in December for Operation.

Rule *12: Evaluation for seasonal position or Acting leader

Performance allowance is fixed as defined before

Seasonal from internal reshuffle: Basic salary will be evaluated based on the old position or current position in compare with old position group (if any)

Seasonal from external recruit: Basic salary will be not changed, only increasing based on yearly increased ratio (D).

Rule *13: 13th salary

Define standard salary for 13th salary payment (S13)

$$S13 = \frac{\sum_n (\text{Actual monthly payment (Basic Salary + Position, Performance, Jobgrade Allowances)})}{n}$$

n: Actual working duration by month (not rounded)

For maternity leave: the salary will be calculated as they work fully during 6 months taking leave

For unpaid leave: the duration of unpaid leave will not included
 Bonus will be paid for employees who are working untill payment date only
 In case finish contract (inclusive retire), 13th salary shall be paid according to working period

Rule *14: Bonus for retire employee

Pay the bonus for retire employee based on the latest bonus evaluation result and revalent working period to the last salary payment term.

V.2. KPI bonus

Apply for Operator title of the Direct production only.

Table 6: Conditions and payment rate:

Item	Average KPI scale			
Average monthly KPI score by Quarter.	From 420 points or more	From 401 points to 419 points	From 350 points to 400 points	From 300 points to 350 points
Payment rate/month (VND)	500,000	400,000	300,000	200,000
Application scope	All operators	All operators	All operators	New operator (Rule *15)

Table 7: Scoring cycle and payment period

Item	Scoring cycle (according to FOV fiscal year)				
	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	For Rule *15
Scoring cycle (Average monthly KPI score of Quarter)	Apr.; May; Jun.	Jul.; Aug.; Sep.	Oct.; Nov.; Dec.	Jan.; Feb.; Mar.	4 th , 5 th , 6 th month from joining FOV
Payment period (as salary payment schedule)	Jul.; Aug.; Sep.	Oct.; Nov.; Dec.	Jan.; Feb.; Mar.	Apr.; May; Jun.	7 th , 8 th , 9 th month from joining FOV

Rule *15: Paid to operator join FOV 6 months (to be rounded by month)

If the employee is eligible for higher points, apply which one higher

V.3. SES Software monthly bonus

Application scope: All software developer (inclusive software management positions)

Total budget for non-manager: 0.12 * p

p: total non-manager software developers

From Manager upward: do not control total budget, payment as ratio in table 8

Table 8:

Group	Position	Non-software management			Software management			Remarks
	Rank	A+	A	B	A+	A	B	
1	Acting Engineer	0.40	0.30	0.10				* According to KPI evaluation result every 6 months * The bonus will be calculated on actual working day + paid leave day.
1	Engineer	0.40	0.30	0.10				
1	Senior Engineer	0.30	0.23	0.08				
1	Group leader	0.30	0.23	0.08				
1	Senior Group leader	0.30	0.23	0.08				
1	Chief	0.30	0.23	0.08				Compare Salary evaluation result with Bonus evaluation result and take the lower result.
2	Manager	0.15	0.10	0.05	0.225	0.200	0.065	
3	Department Manager	0.075	0.050	0.025	0.150	0.100	0.050	
4	Division Manager	0.05625	0.03750	0.01875	0.090	0.050	0.030	

V.4. Job grades for operators

Review to increased grade every 2 years (First year: 03.2018)

Only base on the evaluation of salary, not base on suggestion

For Maternity, only base on evaluation of working time, not base on evaluation which be average of evaluation period

Will be restarted to calculate (2 years) if having demote or promote in any year

Table 9:

No.	Year/ application	2019	2020	2021	2022
1	Promote	1. B+, A 2. 4 B+	1. 2 A 2. B+, A 3. 4 B+ 4. 2 A & 2 B	1. 2 A + 2. A, A+ 3. 4 A 4. 2 A+ & 2 B	1. 2A+ or 1A, 1A+ 2. 3A 3. 1A+, 1B, 1A 4. A+ (Operator level 1 only) 5. 2A (Operator level 1 only) 6. A+ and skill process 3, 4 (C level) (Operator level 2, 3) 7. 2A and skill process 3, 4 (C level), (Operator level 2, 3)
2	Maintain	1. B+,B+ or B; 2. B & B 3. B & A	1. B+,B+ or B; 2. B & B 3. B & A	1.A,A or B; 2. B & B 3. B & A+	Others
3	Reduce	B- (only 01 B- in reviewed 2 years)	2 C in two years	2 C in two years	2 C in two years
4	Reduce immediatly (1year)	B-	C	D	D
5	Promote immediatly (1year)	S	S	N/A	N/A

REVISION HISTORY

Date	Person	Version	Description		Reasons of change	Change requester
			Old content	New content		
10/26/2022	nhanbtt	Version 1		C&B rules	First issued	BOD
7/18/2023	nhanbtt	Version 2		C&B rules	Clarify the promotion rule in case the employees in Operating group having the related university certification and the company having human demand in the Management group (engineer/staff)	BOD