

HANDBOOK OF SAMSUNG ELECTRONICS VIETNAM CO.LTD

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TELEPHONE NUMBER IN EMERGENCY CASE (HOT LINE)

In duration of working at SEV, **when there is any problem:** accidents, fire, meal, bus..., **employee need to contact immediately to Information Centre** (Utility Part) in numbers **6113 or 6114 or 6115** (call by company's phones). There are persons on duty 24/24 to resolve any problems.

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No.	Name	Telephone number	
		Calls form Company	Calls form outside
I/ Departments Inside			
1	Clinic Room	6033	(0241) 369.6033
2	Fire Station	6114	(0241) 369.6114
3	Electricity Room	6113	(0241) 369.6113
4	Facility Room	6115	(0241) 369.6115
5	Main Gate	6008	(0241) 369.6008
		6006	(0241) 369.6006
6	Back Gate	6007	(0241) 369.6007
7	Information System (IS) Room	6170	(0241) 369.6170
II/ Departments outside			
1	Police Station in Yen Phong IS.	(0241) 369.9588	
2	Police Station in Yen Phong D.	(0241) 386.0204	
		(0241) 386.0221	
3	Station on duty:: - Police mobility - Fire Station - Clinic	(0241) 113	
		(0241) 114	
		(0241) 115	

WELCOME TO SAMSUNG!

Since the foundation day in 1938, SAMSUNG has maintained a mission statement that responds both to its own change, and to new developments in the world: "Economic contribution to the nation", "Priority to human resources", "Pursuit of rationalism". Each slogan represents significant moment in SAMSUNG's history, reflecting different stages of the company's growth from a domestic industrial leader into a global consumer electronics powerhouse.

In the 1990's, we transformed our mission statement to keep pace with our growing global operations, rapid changes in the world economy, and escalating competition from well-established rivals.

A leading company in technology, an international citizen, a multi corporation, a moral company, ... SAMSUNG is all and more than that. At SAMSUNG Corporation and SAMSUNG ELECTRONICS, our products, human resources and business methods have been built and maintained in the highest standard, help us to contribute effectively to a better world.

SAMSUNG'S PHILOSOPHY

In SAMSUNG, all of our missions have been smoothly regulated by SAMSUNG overall philosophy of effective simplicity, solid value and highly moral standards. Those which we make efforts to devote just for a better life.

At SAMSUNG, we observe a simple philosophy: **"We will devote our human resources and technologies to create superior products and services there by contributing to better global society"**

Our management philosophy represents our strong determination to contribute directly to the prosperity of people all over the world. The talent, creativity and dedication of our people are key factors to our efforts, and the strides we have made in technology offer endless possibilities to achieve higher standards of living anywhere.

At Samsung, we believe that the success of our contributions to society and to the mutual prosperity of people across national boundaries truly depends on how we manage our company. Our goal is to create the future with our customers.

We lead to the development of optimal technology and effective processes to create new markets, enrich the lives of peoples and help SAMSUNG constantly to become a leading company in the global market.

SAMSUNG'S VISION

Samsung is guided by a singular vision: to lead the digital convergence movement.

We believe that through technology innovation today, we will find the solutions we need to address the challenges of tomorrow. From technology comes opportunity—for businesses to grow, for citizens in emerging markets to prosper by tapping into the digital economy and for people to invent new possibilities

It's our aim to develop innovative technologies and efficient processes that create new markets, enrich people's lives and continue to make Samsung a trusted market lead

SAMSUNG'S VALUES

We believe that living by strong values is the key to good business. At Samsung, a rigorous code of conduct and these core values are at the heart of every decision we make.

People	Quite simply, a company is its people. At Samsung, we're dedicated to giving our people a wealth of opportunities to reach their full potential.
Excellence	Everything we do at Samsung is driven by an unyielding passion for excellence and an unfaltering commitment to develop the best products and services on the market.
Change	In today's fast-paced global economy, change is constant and innovation is critical to a company's survival. As we have done for 70 years, we set our sights on the future, anticipating market needs and demands so we can steer our company toward long-term success.
Integrity	Operating in an ethical way is the foundation of our business. Everything we do is guided by a moral compass that ensures fairness, respect for all stakeholders and complete transparency.
Co-prosperrity	A business cannot be successful unless it creates prosperity and opportunity for others. Samsung is dedicated to being a socially and environmentally responsible corporate citizen in every community where we operate around the globe.

MISSION

Everything we do at Samsung is guided by our mission: to be the best “Digital-εCompany”.

Samsung grew into a global corporation by facing challenges directly. In the years ahead, our dedicated people will continue to embrace many challenges and come up with creative ideas to develop products and services that lead in their markets. Their ingenuity will continue to chart Samsung’s course as a profitable, responsible global corporation

SAMSUNG SPIRIT

“To be actively participate with our customers

To recognize and confront the global challenge

To create a better future for all”

OUR SONG



Chúng ta hãy về/ chung tay đắp xây/ kết liên lại bên nhau



Hạnh phúc nhân gian/ vẫn luôn soi đường/ một niềm tin/ khắc ghi



Trí tuệ này/ dũng khí này/ đưa ta về bên nhau



Oh Samsung! Samsung!/ Từ nơi đây/ vầng hào quang/
vườn chiếu sáng khắp trăm miền

SAMSUNG ELECTRONICS VIETNAM

SAMSUNG ELECTRONICS VIETNAM CO., LTD. (SEV) is the Vietnam subsidiary of Samsung Electronics Corporation (SEC) headquartered in Korea, specializing in manufacturing mobile handsets and other hi-tech electronics devices. SEV is considered as the Great Work Place (GWP) with the highly competitive policies of salary, benefit in order to guarantee equality, enhance working effect and reinforce the relationship among SEV Employees!

We always pleased to welcome those who want to go to SEV with talent, intelligent, moral and heart charm. Let's go to SEV, you will be given an opportunity and challenge to prove yourself with your talent.

Opportunity of promotion at SEV

Band Structure

S-Band	Position	Level of Education	Remarks
S7	Vice President	Master/ Engineer/ Graduated University	
	Director		
S6	Chief Manager		
	Senior Manager		
S5	Manager		
S4	Assistant Manager		
S3	Senior Staff		
	Staff		
S2	Junior Staff	Graduated College	
	Technician	Graduated vocational school	There are 4 levels: ☐ Technician ☐ Senior Technician ☐ Expert Technician ☐ Master Technician
S1	Operator	High school	There are 6 levels: Level 0 ☐ Level 5

Employee has a lot of chances of promotion with the constant enlargement production in the coming years. In the promotion and structure organization, the company's employees always have more priorities and opportunities than external candidates. Therefore, there are many opportunities promotion for young peoples with ability, enthusiasm and a good

achievement in their work. There is the ideal place for those who accumulate enough knowledge, necessary experiences and dreams.

Requirements of promotion

For Technician up

Position	Requirements	Level of approval
Director □ Vice President	Work performance, language skill, award & discipline, the innovations which are contributed to company. Company will interview and consider if this vacancy position is available or not	HQ at Korean
Chief Manager □ Director		HQ at Asia area
Senior Manager □ Chief Manager		
Manager □ Senior Manager		
Assistant Manager □ Manager		
Senior Staff □ Assistant Manager	Complete the work, working attitude, award & discipline, language skill, innovations	
Staff □ Senior Staff	Complete the work, working attitude, award & discipline, language skill, innovations	
Technician	Complete the work, working attitude, award & discipline, language skill, innovations	There are 4 levels

In addition to the regular promotion consideration (11th March every year), SEV has also applied an early promotion for employee who has a good ability and performance, innovation at work to fostering and developing the manager-to-be.

For Operator

Operator	Company creates 04 promotion tests annually
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Every year, company creates 04 promotion tests for operators. To be able to participate in these tests, employees have worked at their at least 06 months.

Requirements of English ability and Six Sigma to promote:

No.	Promotion position	TOEIC	Six Sigma
1	Manager up	>= 730 points	Black belt
2	Assistant Manager	>= 620 points	Green belt
3	Senior Staff, Staff	>= 520 points	-
4	Technician, Operator	-	-

Note:

- *From 2011, TOEIC point and Six Sigma are obligatory requirements in promotion consideration.*
- *At this promotion moment, the TOEIC result is still validity.*

Award Policy:

Every year, in addition to the bonus 13th wage to employee, company has the policy to award 2 more times on July and January every year (MBO Award - Management By Objective).

This Handbook has been newly issued with the aim of supporting all SEV Employees with necessary information, rules and regulations as well as their full rights and obligations. We highly expect to bring you all the most useful background knowledge during the period of being as one SEV Member.

The group compiled please to express heartfelt thanks to the Management of Company, Departments/ Parts and colleagues that have created good conditions, suggested and helped us to complete this Handbook.

I. SECURITY REGULATIONS AT THE X-RAY GATE

1. Objective:

Security at the Main gate is controlled and supervised in order to avoid losing company's properties or being taken out without the permission.

2. Safety certificates

- Garrett Company has done many researchs of metal detector productions and confirmed that these productions do not affect to human body, electric equipments (For more informations, please visit: www.garrett.com)
- These productions are compatible with Health & Career Safety regulations (Anti-Radiation Instruction- CFR 1910.97 article (2i) of American
- Certificate of conformity with Euro standard: CEIA. S.p.A. 54/G 52040; safety standard EN61919-1(1993) and low voltage regulation 73/23/EEC...

3. Security checking at the x-ray gate

- All SEV employees have to go through security gate and also be checked by metal detector.
- The special case:
 - + VIP guests do not need to have security check but have to apply and approve before the confirmation of Manager HR Part.
 - Pregnant female employee: Still check security. However, to reduce the worries of pregnant female employee, the Management accepted to change security checking from the x-ray gate to metal detector equipments or handheld-check by female guards. However, these pregnant female employees who do not want to go through the x-ray gate have to submit "Pregnant Condition Registration" to HR Part in order to get the "Exemption from going through the x-ray gate" stamp (Refer form in appendix).

In the circumstance that female employee worries about security checking problem, Company will let pregnant female employee can leave without payment during of the pregnant duration and return to work later.

II. SECURITY REGULATIONS.

1. Objective

Company releases these regulations to make sure clearly all the rules, measures in order to keep the security, the safety for all employees and guaranty the properties, the goods of Company.

The informations which are not in this regulation will be applied and known as the Regulations of the present Laws.

2. Content of regulations

2.1. General informations

- When go in/out of Company, and also in working time, Employee has to wear and wipe the Identity Card (Employee Card). All the missing cases have to use the personal papers to register with the guards team to get a temporary card. If there is no signal when employee wipes card, please inform to HR/GA Part to resolve.

Wipe Card when go in

Wipe Card when go out

Wipe card at the Main gate



Employee in Workshop

Employee in Office

- **Prohibit smoking in the SEV factory area.** Factory area is known as all the area of SEV inside fence including: buildings, streets, lobbies, factory areas, canteen, toilet rooms, guard room,... and the outside area like: packing area, drivers room
- Do not organize of drinking alcohol in Company or go to work in the drunk condition, not play card at Company.
- Employee when brings goods, equipments, devices through gate have to register, stamp at the Security's room at Company
- To guarantee the security of informations and the secret of business, all the SEV employee have not to take out camera, digital recorder, USB, laptop, CD disks, and any equipments, ...In the case, employee has to register at the main gate and all things will be sealed in a security bag by guard team.
- To control and avoid the loss of Company's property, employee is not authorized to take company's property out of company. In the necessary case, they need to request the management and have the permission (Gate Pass Form).
- At the workshop gate, all the employees below staff do not have to take the mobile phone and technology equipments inside/ outside without the management's permission. Employees have to let their properties in their private cabine before going to the workshop. Only Assistant Manager up have the rights to take the phone to the production area. In special case for the reason of job, employee has to take Manager's permission of the concerned parts before going to the production area.
- The employee when go in/ out the main gate, sub gate, production area, ... have to get the security checking of X-Ray gate, metal detector (**Security Regulations At Walk-through Gate**).
- In the reason of missing or losing keys, employees have to inform to their management and the G.A Part.
- With the uniform regulation, employee have to wear in right way before going to the production area. If not, they have not the right to go inside.
- Employee wears only electrostatic sandal which are supplied by Company in Wireless's area (make up a mobile) and Injection area (produce mobiles). Prohibit using sandal outside in other area: canteen, main gate, ... and taking it out of company.

2.2. Other regulations

- Security part have the right of checking and demanding to write a statement of all cases that have the violated actions to the Company Security Regulations. Security part needs to have a polite and right attitude when demand cheking. The checking has to follow the published Law.
- Guests; employees of contractor, sub contractor; partner of SEV go in/out company need to contact with Guard part for more instructions.
- In the urgent or force majour case, concerned parts please contact to Information Centre (6113, 6114, 6115) or HR/GA Part (6046, 6041, 6246, 6245) to get the instructions.

Some symbolic stolen cases in company.

1. **Stole 09 mobiles organizationally:**

- **Case:** In July 30th 2009, a Technician), an Operator and a Driver for Company's supporter) organized to steal 09 different mobiles. On the way to sell the products, local citizens detected and informed to the local Police and SEV
- **Settlement:** Bacninh People's Court sentenced: Technician 12 months prison in jail, Operator 08 months prison in jail, Driver 06 months' probation at home.

2. **Stole 03 different mobiles**

- **Case:** In Feb 02nd 2010, a Technician, an Operator co-ordinated with a security man of Binh An Company to steal 03 different mobiles from production line, then shared a mobile for each person.
- **Settlement:** Company arrested, handed over to Yenphong District Police, prosecute to the court

3. **Stole 01 mobile**

- **Case:** in Feb 08th 2010, a Technician stole a mobile from production line then ordered a stamp to use..
- **Settlement:** Company arrested, handed over to Yenphong District Police, permanent in jail to wait for prosecuting to the court

III. DO NOT WEAR METAL CLOTHES IN WORKSHOP AREA

1. **Purpose**

Reduce checking time at the Main gate

2. **Objective**

Employees in all brands work in production area in Wireless building and Sub part.

3. **Content**

- Employees who work in production area have to wear coat uniform when they go through the workshop gate
- Employees mustn't wear clothes which is attached metal (button, belt ...) in production area.
- Company encourages employees to wear trouser uniform which are supplied by GA Part in production area.
- If any employee wears metal clothes, he/she will have to go through the x-rate gate from the back until there is not any ring at this gate.

This regulation is valid from Feb 28th 2010; all employees who belong to objective in article 2 of this regulation must observe it.

IV. DON'T TAKE MOBILE IN WORKSHOP AREA.

1. Purpose

Ensure security technology of mobile production and also concerned activities: productions, technique, quality, export ...

1. Objective

All employees in all brands, employee of supporter, guest of company, ... are not allowed to take mobile phone to workshop area.

- Workshop is where there are components, products management, quality control, ...
- Special cases could be considered, example:
 - For employees of supporter and guests: The importance delegation from the local authority; government or partners are confirmed by HR-GA Chief Manager
 - For SEV employees: employees of some parts that concerned with production (Production/ SMD/ QC/ MM/ R&D) may request to use mobile in production area. Each part has only maximum 05 persons. The process of approval is:

Employee ☐ Manager

☐ Head of department

☐ Director of HR/GA

Mobile phone has to pack to nylon bag that is supplied everyday at the main gate.

2. Responsibility:

All objective in article 2 of this regulation and guard employees, security team have the responsibility to observe it

- For employees or other individuals:
 - Observe mobile phone regulation in production area, any violation will be treated.
 - Have responsibility to maintain their mobile phones in right place before entering workshop
- For security part:
 - Have responsibility in the case that employee or individuals bring mobile in workshop area without permission of HR/GA Director.
 - Have responsibility to take care properties of employee or individuals that are put in locker.

V. DON'T USE CIGARETTE AND FLAMMABLE MATTERS IN WORKSHOP AREA.

1. Purpose

To guarantee the fire safety, health safety for employee and also to have a well-working environment.

2. Objective

All employees in all brands, supplier's employees and guests must not bring cigarette, lighter and flammable matters to workshop area, locker area.

- A workshop is an area where controls devices, products, checks quality, produces devices and products.
- A locker area is defined to put employee's shoes, clothes before entering workshop.

3. Responsibility:

All objectives in article 2 of this regulation and security employees have the responsibility to observe it. Details are:

- For employees or others individuals:
 - Observe this regulation. Any violation will be disciplined.
- For security employees:
 - Have responsibility to these cases that employees or other individuals bring cigarette, lighter and flammable matters to workshop, locker area.

VI. FIRE SAFETY REGULATIONS

1. Objective

These regulations was realeased to make sure the safety of employee, properties and security of Company

2. Range for applying

This regulation is applied for all SEV employees and help them to know well and abide by the general laws.

3. Content

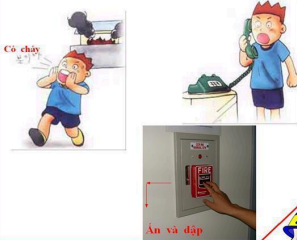
- Prevention and treatment of fire are the responsibility for all employees and guests who are coming.
- Do not allow to using fire, smoking in warehouse, production area and the fire prohibited area.
- Do not pull electric line; use electricity unmethodicall; turn off light, computer, ... before leaving. Not use bronze line, silver paper for fuse; put the electric line directly into electric socket; put the flammable things near fuse, electric line; open gasonline drum by steel.
- Arranging materials, goods straight, cleanly; arranging each type in distance with roof, wall to help the checking on everyday.
- When export/ import goods, do not start engine in the warehouse, production area.
- Do not let hurdles on the walking way and hide the position of fighting fire tools
- Fighting fire tools have to be placed in sight. No one is allowed to use for other work.
- Who abide by regulations will get an award, who break the law wiil receive a discipline from warning to prosecute depend on the violated measures.

In the different areas as factory, ware house, material store, gas store, chemistry store..., they will have the strict rules for and all employees have to observe strictly.

When any problem happens, please exclaim loud, start the fire safety system and call to Company Fire Safety Centre 0241.369.6114 or Fire Safety Station 114.

1. Phát hiện/ thông báo sự cố cháy nổ

- Kêu to " Có cháy"
- Thông báo nội dung và địa điểm chính xác cho trung tâm phòng cháy (☎ 6114)
- Giật Switch Pull Station



2. Dập lửa tức thời

- Dập lửa tức thời: dập lửa trong vòng 3 phút đầu tiên sau khi xảy ra hỏa hoạn

- Tùy theo quy mô (tính chất) đám cháy, dùng bình cứu hỏa để dập lửa tạm thời



- Dập lửa bước đầu bằng vòi cứu hỏa trong nhà(3 người 1 tổ)



3. Hướng dẫn tránh nạn

- Khi xảy ra hỏa hoạn, dùng cầu thang emergency thoát khỏi nơi xảy ra cháy an toàn, kịp thời



- Cấm - tuyệt đối không được sử dụng thang máy khi tránh nạn

- Không được di chuyển ngược lên mái nhà



4. Quy tắc phòng cháy

- Thiết bị điện sử dụng các sản phẩm đúng quy cách



- Khi ra về, cắt nguồn điện các thiết bị/ máy sưởi điện & vệ sinh sạch sẽ

- Bỏ hết tàn lửa của thuốc lá và nghiêm cấm dùng cốc giấy làm gạt tàn

- Đảm bảo không gian trước thiết bị phòng cháy



VII. UNIFORM REGULATIONS

1. General Information

Have a polite form and a right uniform are the demands for all employees in working times or the representation of company. A strict form will perform a high standard of company. Although company always respects personal idea, employee have to wear suitably with the career.

All SEV employees have to observe Article 2's regulations in working times

2. Content of regulation

(i) Main content

To have a good security and labor safety, all SEV employees have to observe strictly these regulations in working times:

- Wear the company uniform.

+ For Staff up: Have to wear a coat uniform

+ For Technician and Operator: Have to wear fully uniform (Coat & Trousers)

(Parts/ departments which require a strict regulation of hygiene and working condition will have their own regulation about uniform and labor safety)

- Hair is always clean, neat; male employee has to shave beard regularly ; do not dye hair more gaudily than normal. Employee who work in production line has to wear hat.

Wear hat right

Use electrostatic sandal

- Do not allow to exceed 1mm long nails in order to keep hygien and avoid error on Company's products.
- Men should not let hair behind longer than the collar behind the neck
- Not allow to wear other jewelery such as earrings, necklace in factory
- Not wear any kinds of ring on body

(ii) **Other informations**

- Every 2 years, employees receive uniforms form G.A part. Details are below:

No.	Position	Coat		Trousers (Unit)	Total
		Spring – Summer (Unit)	Autumn - Winter (Unit)		
1	Staff up	02	02	-	04 units
2	Technician and Operator	02	02	02	04 coats + 02 trousers

- Employee has the responsibility to keep uniform carefully. If there is any loss, break, he/she has to report immediately to the direct Manager and has the responsibility for consequences.
- In the case that employee terminated the contract with SEV, he/ she has to hand over uniforms which was given in the nearest time to GA Part or his/ her part in the last working day. If the employee doesn't hand over completely, he/ she would have to refund in money.

VIII. CANTEEN REGULATION

1	2
3	4
Go to eat on time.	Walk in right way
Queue up when take disk. Who go first have to sit furthest	Wipe out ID card before taking meals nad take enough
Do not take things out of canteen	Keep the hygien, don't throw rubbish

Serve time in canteen:

	Main meal (free 01 portion)	Secondary meal	Remark
Day shift	11:30 ~ 13:30	17:30 ~ 18:30	<i>Employee who works overtime over 03 hours will get a free partition (secondary meal). Employee has to pay extra partitions; this payment will be deducted from monthly salary.</i>
Night shift	22:30 ~ 01:30	05:30 ~ 06:30	

IX. DORMITORY INTERNAL REGULATIONS

Employee and user of dormitory have the responsibility to observe and keep seriously all the regulations below in the SEV's area.

- Observe the room order of Administration Dormitory. Stay in extract room, right number of peoples in each room. Not change room intentionally without the Administration Dormitory's permission and confirmation. Do not exchange contract.
- Register to Dormitory Administration if there is a visiting of friend and relative. Only see visitors at the 2nd floor and not over 22h.
- Employee's parents are permitted to stay at guest's room in the dormitory but there is only 1 night per month and the Administration's permission is obligatory.
- Do not organize, participate in the activities that causes bad security inside and outside the dormitory; have the respectful, serious attitude of employee who is working and guests.
- Prohibit creating, keeping or using weapon, flammable matters, stimulants, addicted matters, documents and depraved culture. Strictly prohibit harbouring, hiding criminal.
- Do not smoke; do not organize or participate in drinking alcohol, beer, and playing card or any type of gambling. Prohibit the sexuality.
- Have to turn off light and go to sleep at least 24.00. Everyone who works in night shift have to go to sleep in 1 hour.
- Prohibit organizing, quarreling, rousing or fighting that affects the social security.
- In the circumstance that there are reasons of leaving (go to home or leave for long times), they have to inform to the Administration Dormitory.
- Prohibit using gas cooker, electric cooker, electric tool to boil and cook in any type.
- Prohibit shouting, speaking loudly, all the vulgar activities, behaviours; muster that effects to social security.
- Do not write, pain, stick pictures; do not nail on the wall, cabinet, board, in rooms and campus of dormitory.
- Use electric, water economically to avoid leaking out water. Lock tab after using, lock. All the electric devices have to be turned off when going out of room.
- Have the responsibility to take care, guarantee the dormitory's properties when using. Must not move intentionally them. Indemnify money or things if there is any loss or break down company's property in the dormitory..
- Clean up lobby, balcony tidily. Not hang silk, hammock or pull electric line into room.
- Do not take out tables, chairs out of rooms.
- Do not organize a birthday party, play in room without the permission of the Administration Dormitory.
- Use internet and newspapers at the library in right objective; do not take newspaper out of the library.
- Have to inform intermediately to the Administration Dormitory if there is any fail of devices. Must not repair intentionally.
- All the employees, guests have to have the responsibility to perform seriously these regulations. All the violations will be treated by regulations.

☐ **Objective to hire room at dormitory:**

- Female employee
- Distance from home to company is more than 50 km
- Can not reach route bus of company

☐ **Contact:**

- Female employee fills in form "Hire room at dormitory" (Appendix 6) then submit to Dormitory Administration-HR/GA Part to be considered.

☐ **Priority to hire room:** (i) Distance from home to company, (ii) Length of service at company, (iii) Achievement of working

X. RECRUITMENT REGULATIONS

1. Recruitment & Probation standard

Company interviews to find the best candidates in the recruitment exam and complete the procedure as requirement. The inscription is accepted when employee has enough health and over 18 years old as labour law.

Company has all the rights to not recruit and not admit employee to continue working in the circumstance that he/ she fakes the documents or informs personal informations incorrectly when they apply for a job, take a recruitment or signed-in contract.

The trial period shall not exceed 60 days in respect of works which require specialized or highly technical skills, or 30 days in respect of works: operator, technician. In this period, if employees does not reach requirements of job: ability, knowledge, health condition, company has the right to terminate labour contract without announcing.

2. Signing labor contract

The employee who is recruited has to sign in a contract with company. The first contract is in 2 years. The next one is 3 years, then an unlimited contract.

XI. TRAINING REGULATIONS

SEV Board of Directors deeply aware that Manpower is the biggest property of Company. The achievements of individual would contribute to the SEV success and strengthen SEV power. Therefore, In SEV, Training in one of the most important policies. We regard Training as a vital beginning method to develop Employees' profession. Therefore, all of SEV Employees would be encouraged to improve their own skills and knowledge with the professional training programs supported by experienced specialists. We proud of having a lot of professional training programs which are built based on the human dimensions of development such as: orientation training, technique training, online training (e-learning), leadership training... are transferred and developed by experienced specialists to help trainees to access easily new, modern, practical knowledge.

English Engagement Activity

Currently, the mission "Improve English capacity" has been deployed to every employee in SEV. This is a mission to improve English capacity of who use English as a foreign language in the environment of communication and work international.

Awards:

Rank	TOEIC Point	Award (VND)
1	From 860 points	5.000.000
2	From 730 to 855 points	3.000.000
3	From 620 to 725 points	2.000.000
4	Under 620 points	-

Regulations of TOEIC Result Awards:

- Objective: All employees who passed TOEIC exam. Only 1 award applies for each level.

- Example: An Employee who has 630 TOEIC points will get a bonus 2.000.000 VND respectively. To get a next award, this employee has to reach the next level 730 points at least.
- TOEIC's exam has to be effected since September 1st 2009
- The TOEIC's result is still effective in the consideration time.

XII. WORKING AND BREAK HOUR

1. Working hour

Working hour: approx. 44 hours / week

Working day: Monday ~ Saturday (*)

In the normal working condition, the working time is 8 hours per day. The details are as below:

- **Working hours in day shift and official time: from 8.00 to 17.00 (including 60 minutes for lunch and rest)**
- **Working hours in night shift: from 20.00 to 5.00 (including 60 minutes for rest and meal)**
 - + In general, each 2 weeks there are a day off and a normal working day in Saturday.
 - + Shifts will be decided and adjusted suitably with the actual production condition but still following the Vietnam's Law.
 - + However, in the impossible case due to the natural disasters or irresistible reason, the working hours of that day will be changed to other day.

2. Break time.

Depend on the production plan, businessment of company, the working calendar will be decided in principles:

- Employee who works continuously in 8 hours will take a rest in 30 minutes minimum that is counted in working hour.
- Employee who works in night shift will get a rest 45 minutes minimum that is counted in working hour.
- Employee who works in shifts will take 12 hours minimum before a new one.

Depend on the actual order of job, employee has a day off every week in Saturday afternoon or Sunday or any day.

2. Overtime, working in night shift

Company can deal with employees to work in holidays, weekend or working overtime in the necessary case. The benefit can be counted:

- In the normal day:
150% basic salary
- On weekly rest day: 200% basic salary
- In holidays: 300% basic salary
(300% basic salary including 100% monthly basic salary, employee receives 200% more basic salary)

Hourly basic salary:

Hourly basic salary = (Monthly basic salary / 26 days) / 8 hours

- Overtime benefit (from 22:00 to 06:00 is the period on which be counted as night benefit) or working in night = the basic salary in 1 hour x 130% (or 150%, 180%, 200%, 300%) x overtime hours.
 - + If employee can rest for overtime, company has to pay the different between the overtime and the standard wage for overtime.
 - + The minimum unit to apply overtime is 30 minutes.
 - + Company only pays overtime expense for cases that were demanded and approved by the Manager or the responsible person. In the maximum 03 days from the overtime day, if HR Part don't receive the approval, this employee will not be paid.
 - + Overtime has to be done in GHR-Partner- A management system to check working hours of company.
 - For employees in support part register overtime on GHR-Partner with the permission of the Manager or the person in charge. In the special case, the overtime registration could been approved in the next day.
 - For employees in production part: Coordinator in each department will do it.
- **Note:**
 - + In principle, overtime does not apply for training, bussiness/vacation trip and other meetings which are not relative to work and activities in groupe outside working hours/ shift. However, overtime will calculated for trainer, organizer when they work in break hours/ holidays as required by the job. In the circumstances that trainer has stay through night, this day will be incurred in the work.
 - + Rest time before working over time:
 - Rest in 10 minutes if working overtime from 01 to 02 hours
 - Rest in 10 minutes if working overtime over 02 hours.
 - + The secondary meal and support in overtime:
 - Add a secondary if working overtime over 03 hours
 - Add more meals if working in Sunday/ Holiday.

3. **Holidays**

Employees still have the payment in days which is defined as holidays in the Labor Law:

In Labour Law regulations:

- New Year: 01 day (1st January)
- Lunar New Year: 04 day (01 at the last and 03 in the beginning of Lunar New Year calender)
- Hung King Ceremony: 01 ngày (10th March in Lunar calender)
- The Victory Day: 01 ngày (30th April)
- The International Working Day: 01 ngày (01st May)
- The independence Day: 01 ngày (02nd September)

In internal regulation of company:

- SEV foundation day:
- End of year:
December)

01 day (25th March)

01 day (31st

Allowances of holidays:

Holidays	Allowance (VND)	Leaves (day)
New Year	Gift	01
Lunar New Year	Tet's bonus (*)	04
Hung King Ceremony	-	01
The Victory Day	Gift	01
International Working Day	Gift	01
The independence day	Gift	01
Total holidays in year		09

(*): If employee who works fully 12 months in year will get once more basic salary (the 13th salary). If there are not 12 months enough, this employee will get a bonus in accordance with internal regulation of company.

4. Annual leaves

Each year, when employee works 12 months at company, he/ she will have 12 annual leave days but still receives payment. If employee doesn't work 12 months fully, the annual leave of this year will be calculated depend on the working months.

In the first working month, if employee begins working before 16th, this month will have an annual leave; but if employee begins working after 16th, this month will not have an annual leave.

Every 05 years working at company, employee will receive one more annual leave.

Employee in the probation has not allowed requesting an annual leave.

Company has the rights to not admit an employee's request for an annual leave and arrange to another day if this annual leave influences the production and the business of company.

The annual leave can not be changed to the next year. The remaining annual leaves will be paid in the January's salary in the next year.

5. Sick leave days are defined

Employee will have a leave but still get a payment in these cases:

Welfare		Allowance		
		Benefit (VND)	Flower (VND)	Leave day
Marriage	Self's marriage	3.000.000	-	05
	Son/ Daughter's marriage	1.000.000	-	01
Funeral	Self's death	10.000.000	150.000	-
	Wife or husband's death	3.000.000	150.000	05
	Parent's death	1.500.000	150.000	05

	Parent in law's death	-	-	05
	Son/ daughter's death	3.000.000	150.000	03

6. Maternity leave regulations

The female employee will have the maternity leave before and after having a baby in 04 months. If female employee has more than twins, then form the 2nd baby, the female employee has more 30 days leaves each baby. Female employee has to apply form "Maternity Leave Registration" then submit to HR.

In the pregnant duration, female employee is allowed to have a 5 leave days (get 100% payment by SI) to go for a pregnant test. Female employee has the responsibility to apply "Social Insurance Leave Form" to HR Part.

In the maternity leave duration, employee doesn't receive the company's salary except for the maternity benefit of Social Insurance Center. Female employee has the responsibility to submit "The Birth Confirmation Form" and "The Birth Registration Form" to the HR Part in order to request the social insurance (which is tantamount 4 basic salary months of employee + 2 minimum wage months as government regulation).

Female employee has to ask the direct manager to get an approval of the HR Manager. When the maternity leave duration is over, if have demand, female employee can take an unpaid leave but she has to deal with the company. Female employee can go to work before ending the maternity leave, if she has left for 2 minimum months already, the confirmation of doctor about the working ability, and also pre-inform the direct Manager and the Manager of HR. In this circumstance, female employee still gets the maternity benefit, except for the wage for working days.

Company doesn't allow a female employee who is pregnant in 7th month nor has a baby under 12 months old to working over time, working in night shift and having a business trip.

Female employee who works hard or when she is pregnant in 7th month will be transferred to an easy work or reduced 01 working hour every day but still get the payment.

In addition, female employee takes a rest 60 minutes every day if she has a baby under 1 year old. This case will also be discussed previously with the direct manager to make a plan which does not concern with the production and the business of company.

7. Sick leave and sick leaves in long days

Employee who leaves because of sick, has to submit "Sick Leave of SI Form" and "Sick Leave of Doctor Form". If there aren't necessary documents, leave days will be recognized as unpaid leave.

Long leave days apply for sick employee, according to the regulations in list which is published by Medical Industry. The sick leaves are only confirmed with the doctor's order.

Award and allowance (if have): in the case that employee has left for long days, beyond sick expense of Social Insurance office, employee does not receive any more expense or award of company in this duration.

Sick leave days are defined:

Period of SI (years)	Leave day/ year (days)	Rate of benefit (%)	Note
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< 15	30	75% the basic salary	The sick leave days are not including holidays and weekend
15 ~ < 30	40		
> = 30	60		

- Employee on long sick leave has to submit Health confirmation every month with doctor's signation at a hospital certified in accordance with Social Insurance Regulation. If necessary, company will investigate the actual condition of employee's sick leave.
- Employee's leave (sick leave, maternity leave, unpaid leave, ...) will not be determined the actual working time at SEV in TET's bonus, MBO's bonus
- For more benefit informations of SI, please refer the appendix part in this book

8. Procedure of leave request

- + All leave circumstances have to do on GHR-Partner, this is an management system of Company.
 - For employee in support office: register on GHR-Partner with the approval of Manager and the person in charge.
 - For employee in production team: Coordinator will do it.

The Employees must submit to the respective Department Manager at least two (02) days (except sick leave, for any leave of more than one month, 4 weeks advance notice is required). In urgent case that is impossible to submit the application directly to the Manager, the Employees must inform the Manager directly and submit the application form on the return work day.

XIII. SALARY REGULATION

1. SALARY

The salary is payed at 21st every month. The period of working days to calculate salary is from 11th previous month to 10th this month. The payment day can be sooner or later than the definite day if this day is a weekend or a holiday.

Salary monthly will be payed in VND par personal account of employee which is created in Bank of Investment and Development Vietnam (BIDV) (Branch at Bacninh province) or in HSBC Bank.

Salary and benefit's informations of each employee will be determined confidential. Employee must strictly observe the salary regulation.

2. Social Insurance (SI) and Medical Insurance (MI)

Company and employee have to pay expenses of SI and MI in accordance with the regulations of the Labour Law.

Rate-board of insurance expenses in which employee have to extract monthly depending on the monthly basic wage is:

Type	Percentage payment in 2010		
	Employee	Company	TOTAL
Social Insurance	6%	16%	22%
Medical Insurance	1,5%	3%	4,5%
Unemployed Insurance	1%	1%	2%

TOTAL	8,5%	20%	28,5%
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(Percentage payment in 2010 can be changed according to the Government's decision in any time)

3. **Adjusting the salary annually**

The raising salary for employee will depend on the system of level wage to apply for each employee in organization

The result of working for each person is evaluated annually. Based on this evaluation, the Manager will purpose to adjust the salary for employee.

The adjustment of salary will be done every year.

Employee who was adjusted the salary 06 months ago before the annual salary consideration or in probation period will not be evaluated to change salary.

XIV. LABOUR CONTRACT REGULATION

1. **Types of labour contract**

Labour contract is dealt in one of these types:

- (i) The labour contract has no definity time.
- (ii) The labour contract's period is defined in 12 months or 36 months
- (iii) The labour contract is temporary in season or for a determined-job with the period under 1 year.

2. **Labour contract's termination**

The labour contract will be ended in these cases:

- (i) The term of contract is over
- (ii) Having finished the job in contract
- (iii) Both of parts admit to terminate the term effective of the labor contract
- (iv) In the case that employee is convicted so that he/ she is not able to continue working
- (v) Employee is dead or announced missing.

3. **Company terminates the labour contract**

Company has the right to terminate unilaterly the labour contract with employee in the cases:

- (i) Employee doesn't do a job in labour contract frequently.
- (ii) Employee receives dismissal in the cause 28 of this regulation.
- (iii) In the impossible cases, company has reduced production and employees.
- (iv) Employee who works with no-definity time in labour contract would have a sick treatment 12 months, who works with definite time in labour contract would have a sick treatment 6months and employee who works in labour contract under 1 year would have a sick treatment in over half of contract period but not capable of recovering.
- (v) Company terminates business activities.

4. **Employee terminates the labour contract**

Employee has the right to terminate the labour contract before term in the cases:

- (i) Employee is mistreated or forced to work

- (ii) Employee can not continue working due to family difficulties.
- (iii) Employee is not assigned to work, position or is not provided the work conditions which was in the contract..
- (iv) Employee is not received full payment or is not paid in time according to the contract.
- (v) Employee is assigned to a public office or state office.
- (vi) Pregnant female employee must stop working by doctor's order.

5. **Term of announcement**

In the case that employee and company have terminated unilaterally the labour contract (not including the cause 2 and the article 6, cause 20), they have to inform to each others by documents

At least 30 working days in advance of a definite term contract from one to three years.

At least 45 working days in respect of an indefinite term contract

At least 3 working days in respect of a seasonal or specific task contract.

6. **Obligation of labour contract termination**

Before terminating or pausing the labour contract, employee has the responsibility to complete all unfinished tasks, hand over Medical Insurance Card ... do all formalities in the company regulation of the contract termination. In the circumstance that employee hasn't accomplished the responsibility before quitting, Company will apply the Company's regulation and Labour Law

Employee needs to contact with the Humain Ressources Part to complete Resignation Form and the Summary before or in the last working day at company.

XV. DISCIPLINE REGULATION

1. **Disciplinary measures**

At the present, company applies 3 disciplinary formats:

- (i) Direct warning or written warning
- (ii) Lengthen the duration of raising salary less than 6 months, or transfer to a lower-salary- job or demotion.
- (iii) Dismissal.

2. **Direct warning and warning letter**

Company will apply a discipline for employee who violated these regulations below:

- Do not wear uniform, ID Card during the working hours or wear uniform incorrectly.
- Put personal things in undefined area.
- Meet guests for personal reason in the working hour without the permission of the direct Manager.
- Have an action not related to job (exp: using machine, equipment, device, tool belong to company) or computers which placed in company's area to access internet, chating during working hours or out of working hours)
- Organize a group that is not for business without the HR Department's permission.
- Stick page or post a notice without the permission of HR Department

- Do not hard working, try to working due to laziness, have a bad attitude in working..
 - Arrive lately, leave company early, go out for a personal reason without the permission of the Management, or leave willingly without a valid reason.
 - Wipe out the ID card for other employee, or ask somebody to help.
 - Use the company properties: fax-machine, photocopy, telephone, computer, tool, device, and transporter vehicle ... in personnal activities.
 - Chat; quarrel; rouse other persons in vulgar language and made-up things in company, disturb other persons' working.
 - Have a talk that causes bad influence to company inside or outside the company.
 - Receive gift or other treatments which is not normal from organizations, partners, guests of company or demand partner to give gifts or entertain in any ways.
 - Agrue or hurt the others, make a bad influence of company and society
 - Rouse, disturb, influence to the working.
 - Make an accident in the reason of violating the regulation of operating machine, device and other regulation which concerned with hygiene, labor safety.
 - Refuse the daily job without a valid reason
 - Against or not observe instructions and orders/ demandes of the management or attack, threaten them.
 - Do not regret about mistake after discipline
 - Violate the regulations of hygiene in office, factory ... (exp: using toilet, washing -tub)
 - Do another work of duty: sleeping, washing, eating, smoking in factory area (campus, lobby), gambling ... in the working hour or in the area interdicted.
 - Violated other company's regulations.
3. **Lengthen period of salary promotion less than 6 months, or transfer to another job with lower wage in maximum 6 months; or demotion.**

Company will take disciplinary actions to the employee who has violated the company's regulations in these cases below:

- Recommit the regulations at the article 25 in the period maximum 03 months.
- Violate intentionally article 25 above.
- Destroy device, tool, machine, property of company because the lack of responsibility in work.
- Use intentionally fuels, materials so that it brings economical loss to company.
- Spread a bad rumor to another person or company.
- Make a critical conflict in employee's relationship.
- Supply wrongly or dishonestly the important informations to company: name, age, level of education, diploma and experienced working.
- Violate the policy of company.

4. **Dismissal**

Company will apply dismissal, inform to the labor management centre for the employee who violates one of these cases:

- Smoking in the production area, locker room, office buildings.
- The employee who leave intentionally 5 days in a month, or 20 days in a year without proper reason.
- Reveal the secrets of business and technology (including technology product, finance, human resource, security system ...) or have other actions that cause serious damage to property or business activity of company.
- Employee who has action of thief, takes the bribes
- Take out the company's property without the permission of the management.
- Participate in business that hinders the production and business activities or harms to image, brand name of company with serious damage.
- Damage finance to company on purpose or due to critical fault.
- Involve in slandering the reputé of company and colleagues with serious consequence.
- Employee who commits other offence while the term of his/ her sanction; or in transfer disciplinary period; or in demotion disciplinary.

XVI. ORDER IN COMPANY

1. Personal Information

Employee has the responsibility to submit completely, truthly all the personal informations and the confirmation of ex-company if have. Employee has the responsibility to inform all the changes of location, number phone, condition of marriage, education frame, ... and all the concerned documents when there are demandes if neccessary.

2. Duty and responsibility of working job

Employee has to respect his/ her own responsibility: improve skill and effectiveness, observe instructions of the management, and maintain order in company.

3. Style of working

Employee has to be at company before staring the working time and prepare before working. Employee begins working and stop working when the ring alarms. When the working time ends, employee has the responsibility to arrange tidily and carefully before leaving.

Employee need to keep a good conntenance in working times and wear suitable uniforms with career.

Employee is not allowed to supply inaccurately, dishonestly informations to company or in documents, reports of company.

Employees do not behave that influence to their prestigate, or employee in group or employer and don't cause anythings that influence to company's order or employer's morals.

4. Go in/ out of company

When employee goes through checking-gate, he/ she has to wipe out the ID Card in the company area. All the missing ID card cases have to have the confirmation of direct manager; if not, they will be considered as absence on this day.

5. **Locker and ID card**

The personal cabinet (locker) is used to put the private things and uniforms. Employee has to keep tidily the cabinet and lock-up after using. Employee has the responsibility to maintain the locker, don't put things expensive, important documents and flammable matter in the locker. Every security problems are had to inform to the G.A Part.

ID card is supplied for employee not only to go in/ out company but also to check the attendance. If card is lost, employee has to inform intermatiatly to G.A Part to resupply in order to guarantee the security. The remake card fee is paid by employee.

XVII. LABOUR SAFETY AND HYGIENIC

1. **Prevention of accident**

Employee has to do efforts to avoid accidents.

2. **Accident treatment**

When a problem happens or a device, a tool are found abnormally, employee has to report immediately to the management. However, in the emergency cases, employee need handle immediately then report to the management.

3. **Keep well the hygiene**

Employee has to aware of keeping the working area (office, workshop, canteen, public area ...) cleanly, orderly in any time.

4. **Regulation of labour safety and hygienic**

Employee has to observe completely all the regulations below:

- (i) Do not remove, deform or destroy the safety equipment without the consent of Manager.
- (ii) Only person in charge can use chemicals, and other chemistry dangerous. They have the responsibility of control and maintain carefully these chemistries.
- (iii) Only person in charge can perform the movements: start/ stop engine, machine, device ...
- (iv) Only person in charge can install or modify electric system, electric machine
- (v) Only light fire in the permitted area.
- (vi) Do not spit out, throw rubbish rush disorderly. Only smoking in the permit area (outside of company)
- (vii) Only allow to enter the prohibited area with the permission.
- (viii) Develop knowledge of safety, hygiene, security and improve health.
- (ix) Only person in charge can perform forklift truck and the other vehicles. Not use intentionally without permission.

5. **Infectious diseases**

In the circumstance that employee and their family members or other living mates are caught in infectious diseases or doubted of infectious diseases, employee must inform the respective Department Manager immediately for instruction.

If employee has left for 03 days in the cause of infectious disease, before going to work, employee has to inform to the Management to get the necessary instructions.

6. Responsibility of company

Company supplies labor safety for employee, creates a medical test annually and pays the expenses of labor accident according to the Labor Law and the current regulations.

XVIII. SECURITY AND CONFIDENTIAL

1. The unrevealed agreement

Employee needs to observe to protect the information, data, intellectual property, copyright since joining the company. Employee must not copy, draw, and send electric data outside, secret informations: finance informations, qualifications, informations of new production, security system, training document, personal informations of employees, etc. to other persons without the permission from the direct manager.

In the official working hours, SEV's employees only use internet for working.

Security policy of personal PC:

Regulation	Detail
PC Booth Password	User must ensure that the PC has booting password enabled
Screen Saver Password	User must ensure that the screen saver password is set at less than 5 minutes
Install the latest anti-virus version and set it on real time monitoring mode	Install the anti-virus programs and the authorized security program for PCs in company. Upgrade them everyday. Everybody have to use Symatec Anti Virus Server. Experts can use V3 anti-virus.
Etiquette of email Email IDs will be allocated in My Single, SAP, R/3 and the SEV server depends on user profile which is defined by the HOD. Company has the right of check the email address of employees, use XCURNET to supervise the system while employee is working without the agreement of employee.	Official email message should be sent by My Single only, not par personal email adress. All email messages which are sent by SEV network will be considered intellectual property of company. If system is broken into unexpectedly, electronic message will be investigated. However, the investigation will be happened with the direct concerned person.

All the violations will be reported to the HOD and HR Manager to have a suitable measure.	Prohibit exchanging private email in company system. Email message spread with the content: terrorism, violence, religious sentiments and sexual message are prohibited. Any legal involution appears beyond these contents will be recognized as action organizational.
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2. **Responsibility for company's property**

Employee has to keep, control machine, device, tool and other equipments of company; using economically material, power, goods ...; use and keep carefully the products, documents

XIX. Compensation Regulations

1. **Create damage for company**

Beyond the regulations in causes 1, 2 and 3 of Discipline Regulations; company will demand employee to claim for damage which was made unintentionally or intentionally, relate indirectly or directly with the secret technology and business revelation. The details are below.

2. **Break company's assets**

Employee who intends to break equipments, devices, tools, machines or damage company properties has to indemnify the damage.

3. **Loss of company's assets**

Employee lost device, equipment or properties whose company assigned or use materials uneconomically will be claimed 100% or 50% property value due to level of each case (intentionality or carelessness)

In case of force majeure, there is no need of indemnification.

APPENDIX

APPENDIX 1. WORKING HOURS MANAGEMENT

1. Working hours, rest hours, meal hours between shifts.

Content	Day shift	Night shift
Working hours	08:00 ~ 17:00	20:00 ~ 05:00
Rest time : 10 minutes	10:00 ~ 10:10	22:00 ~ 22:10
The main meal (free for all employees, organized by Part/ Department)	Canteen opens from 11.30 ~ 13.30	Canteen opens from 23.30 ~ 01.30
Rest time: 10 minutes	14:50 ~ 15:00	02:50 ~ 03:00
The secondary meal 30 minutes (free for employees who work overtime more than 3 hours)	Canteen opens from 17.30 ~ 18.30	Canteen opens from 05.30 ~ 06.00

Note:

- Day shift:

- Rest time is not counted to the working hours. It means by the way time in factory is 09 hours, the actual working hours is only 8 hours.
- The production part applies working hours and meal time in 01 hour (20 minutes for rest time in morning and afternoon, 40 minutes for lunch)
- The support part have 01 hour for lunch and rest in accordance with requirements and characteristics of job.

- Night shift:

- 45 minutes rest in night shift is counted to the working hours. It means that employees will get the 08 hours 45 minutes salary for 09 hours at company.
- The production part applies the calendar above for 01 hour rest time (20 minutes for rest time in night and early day; 40 minutes for the main meal at night)

- All employees have to leave company's area in 30 minutes. All attendances in factory area without permission will be considered to violate Company's regulation.
- Employees need to be at company 10 minutes before beginning shift (07.50 in night shift, 19.50 in night shift) to prepare to working in time and leave 10 minutes after ending shift (17.10 in day shift, 05.10 in night shift) to arranging their working location. This time is not counted to over time.

2. In the circumstance employee arrive early/ leave lately

- The minimum time for employee to arrive early/ leave lately is 15 minutes.
- Example: if employee arrives lately/ leave early in 10 minutes, determination time will be 15 minutes
- The formula is:

$$\frac{\text{The basic salary per hour}}{\text{Arrive lately takes 15 minutes}} = \frac{\text{The monthly basic salary} / 26 \text{ days} / 08 \text{ hours}}{\text{The basic salary per hour} / 4}$$
- The special case

- If employee arrives lately or leave early more than 02 years will be considered a half day. Employee can apply annual leave or unpaid leave
- The circumstances are still get the payment:
 - The company's busses have a problem on road (puncture, accident. ..)
 - The company's busses get a traffic jam.
 - Miss bus on the reason of the transportation supplier

Note:

- All the case that arrives lately/ leaves early without working reason and permission will not be paid. Discipline could be considered in these circumstances.
- Because of security's reason, when employee arrives lately (after shift's time), he/ she stays at the main gate so that guards are able to confirm with his/ her manager.

3. Delay working

- If there is a company's fault that can not organize job for employees, they can stay at home with 100% payment.
- If there is an employee's fault, he/ she will not be paid. The other employees in same part who have also to leave will be paid at least 70% for the delay hours.
- If there is an electric/ water's accident that is not company's fault or because of force majeure: vendor can not supply device/ service so that factory can not operate, employee will be paid at least 70% for the delay hours.

4. Wipe card at company

- In company's regulation, when go in/ out of company, employee has to wipe ID Card (Employee Card) to ensure the security checking and time keeping.
- All the activities of wiping card in official time when arrive after 8.00/ leave earlier 17.00 or in night shift when arrive after 20.00/ leave earlier than 5.00 will be considered abnormally. HR Part will check all cases in order to find out the actual reason
- Prohibit helping other person to their ID Card. The violation will be disciplined by warning letter for helper and requester.
- Employee has to fill in "No Flash Card Form" when he/ she misses wiping card.
- Employee who works outside then can not return to check card has to inform to co-ordinator or HR P. on the next day.

APPENDIX 2: NECESSARY DOCUMENT TO GET COMPENSATION FROM SOCIAL INSURANCE DEPARTMENT

Types of SI		Necessary documents for HR Part
Sick	Employee	1. Sick leave in SI form (external treatment) 2. Leave Hospital Form (internal treatment) 3. Surgery Confirmation or Surgerry Note (if have) 4. Hospital Transfer Form (photo or original page) 5. Sick Leave Confirmation by risk accident
	Leave for son/daughter's sick	1. Medical Book (external treatment) 2. Leave Hospital Form (internal treatment) 3. Leave Confirmation to look after sick children in SI
Maternity	Maternity test	1. Pregnant Test Form 2. Maternity Leave Confirmation of SI (to pay 100% SI allowance)
	Have a baby	1. Birth Registration Form 2. Or Birth Confirmation Form 3. Dead Confirmation Form (for the case that received Birth Registration Form or Birth Confirmation Form) 4. Leave Hospital Form (for the case that is stillborn and premature birth)
Labour accident	In working hours	1. Labour Accident Report 2. Leave Hospital Form or Medical Book 3. Sick leave in SI Form 4. Labour Accident in days when have shift, weekends, holidays; then submit an additional Timekeeping 5. Injury Confirmation Form is supplied by hospital according to the 05TT 18/2000/BYT 6. Hospital Receipt Fee and original bill 7. Other documents relate to labor accidents
	On the way go to work (between home and SEV)	1. Traffic Accident Report or Investigate Scene Report of police office. 2. Leave Hospital Form or Medical Book 3. Sick leave in SI Form 4. Labour Accident in days when have shift, weekends, holidays; then submit an additional Time-keeping 5. Injury Confirmation Form is supplied by hospital according to the 05TT 18/200/BYT 6. Hospital Receipt Fee and original bill 7. Other documents relate to labor accidents

Other notices which concern with necessary documents to get Social Insurance**Regular failures:**

1. Don't have a stamp of medical centre; signature of doctor
2. Erase day or name
3. Wrong day between leave day in SI and the actual leave day
4. Wrong name (First name and family name is wrong or not enough)
5. Reason of absence is not clear (as sick, medical test)
6. Supply wrong or lack of information in Medical Book
7. The receipts, bills or Sick Leave in SI Form are not original.
8. Medical treatment period in Leave Hospital Form and Medical Test Card are not the same
9. Lack of one supplied documents

Prevention measures:

1. Check stamp and signature before receiving Sick Leave Form of doctor
2. Request a stamp or re-issue a new Sick Leave Form
3. Add the extract sick leave day to Medical Book
4. Check clearly full name before receiving Sick Leave Form of doctor
5. Add sick's name to Medical Book
6. Check date, stamp and signature of doctor in Medical Book when test medically
7. Demande hospital or Medical Centre to issue original documents
8. Check the period of Medical test before submitting to HR Part
9. Other cases will be considered and solved in each specific one.

More notices about location to take medical test with SI

- Inscribe location to take medical test:
- + Location: General Yen Phong District Hospital
- + Objective: All SEV employees
- + Effectiveness: 01/01/2010
- Notice: Employee can test or treat medically in other hospitals in provinces or cities, but the payment frame will be considered:

Rate of receive		Type of hospital/ Registration location	Note
100%		Commune/ Precinct Medical Room	
80%		Yen Phong District Hospital	Where employees register medical test firstly
70%	Not more than 40 wage months in each time using high technique service	Hospital at level II	Treat in province/ city hospital: Xanh Pôn Hospital at Hà Nội, General Bacninh Hospital
50%		Hospital at level II	Treat in a national hospital: Bạch Mai Hospital, Việt Đức Hospital ...
30%		Hospital at level I	Treat in a special hospital: Hữu Nghị Hospital, 108 Hospital ...

APPENDIX 3: SEQUENCE REGISTRATION OF MARRIAGE LEAVE, MATERNITY CONDITION AND MATERNITY LEAVE

	(1) Marriage condition: - Employee has the responsibility to inform the marriage condition (married, divorce) - Need to submit all necessary documents: (i) The Marriage Registration Form (celibate ☐ married) (ii) The Confirmation Form (married ☐ divorce)
	(2) Maternity Leave: - Female employee has to have a pregnant test and report her condition to company before the 4th month of pregnancy - Have to submit "The Registration Maternity Leave" to HR Part - Will have an allowance 05 leave days (get 100% payment of SI) during the pregnant process. ☐ Receive uniform: GA Part will supply pregnant uniform to pregnant female employee ☐ Working time: Female employee who is pregnant from 7th month don't have to work in night shift and overtime
	(3) Leaving request - Before leaving for 04 months maternity leave, female employee has to confirm actual leave day. - Have to inform 01 month before leaving - Special cases: + Have more than twin: from the 2nd baby, except for the 4 months leave regulation, there is more 30 days leave + Lose foetus: leave in 20 days in case that foetus is under 03 months old; leave in 40 days in case that foetus is above 03 months old. + Other cases: follow the Law of Social Insurance During maternity leave: Female employee has to submit "The Birth Resignation Form" to HR Part for take compensation form social insurance department.
	(4) Return to work - Female employee has to inform before coming to work to the management. In the first day, female employee has to contact with HR Part to submit "The Resignation Birth Form" - Female employee has a 60 minutes rest every day but still have payment to take care a baby under 12 months old - Female employee who has a child under 12 months old doesn't have to work in night shift and over time.

Instructions & explanation points in the 1st day come back to work.

	Health condition after maternity leaving 1. Female employee is evaluated the health condition. 2. Female employee will be defined sickness or other problems that concerned to the health condition after maternity leaving. 3. Health condition of baby + Doctor / Nurse in company will check and confirm the health condition. + Doctor / Nurse in company will advise mother and baby on health.
	Allowances 1. In Law's regulation, the allowances are 04 monthly basic salaries of social insurance department + a benefit of 02 monthly basic salaries. 2. Female employee can leave early 1hour but still get the payment to grow up baby. This allowance will extend to the 12th months old of baby. 3. Female employee doesn't have to work overtime and nightshift in the process of growing baby under 12months old
Note: 1. Rest in 60 minutes is an allowance form Labour Law. Female employe can use it or not. If there is an agreement, the early leave will be applied from Law's regulations ☐ Do not sum all rest time to a leave day. 2. Other notices will be followed Law's regulations.	

APPENDIX 4: PREGNANCY NOTE



HR FORM-01022010

Thông báo tình trạng mang thai (Pregnancy Note)

Tên Nhân Viên (Employee name)		Phòng (Part)	
Vị trí (Position)		Mã NV (GEN)	Ngày vào (Enter-date)

Hãy điền vào khu vực thích hợp

(Please fill in the proper area)

Tôi hoàn toàn đồng ý để nhân viên an ninh kiểm tra tại cửa từ (I fully agree security-checking at the gate by the company's security guard)	Thời gian mang thai không phải đi qua cửa từ (Period of time without walk-through metal detector)	
	Bắt đầu (From) -----/-----/----- (dd/mm/yyyy)	Kết thúc (To) -----/-----/----- (dd/mm/yyyy)

Tôi KHÔNG ĐỒNG Ý để nhân viên an ninh kiểm tra tại cửa từ (I DISAGREE security-checking at the gate by the company's security guard)	Thời gian nghỉ KHÔNG hưởng lương (Unpaid leave)		Thời gian nghỉ thai sản (Maternity Leave)	
	Bắt đầu (From) -----/-----/----- (dd/mm/yyyy)	Kết thúc (To) -----/-----/----- (dd/mm/yyyy)	Bắt đầu (From) -----/-----/----- (dd/mm/yyyy)	Kết thúc (To) -----/-----/----- (dd/mm/yyyy)

Nếu có yêu cầu đặc biệt, xin ghi rõ (If any special request please note down)

Yêu cầu bởi (Requested by)	Trưởng phòng phê chuẩn (Part HOD)	HR xác nhận (Confirmation)	GA xác nhận (Confirmation)
(Ký tên và ghi ngày)			

APPENDIX 5: GATE PASS FORM



SAMSUNG ELECTRONICS
VIETNAM (SEV)

GATE PASS

MẪU ĐĂNG KÝ MANG TÀI SẢN CÔNG TY RA NGOÀI

No: _____
SEV /GA/SE / 10- 02/2009

This form is to be used for out-removal request of every material/ equipment belong to SEV property
Form này dùng áp dụng cho tài sản thuộc SEV mang ra khỏi xưởng sản xuất / ra khỏi Nhà máy

Date: _____

Requested by: _____ Employee No: _____
Người yêu cầu Số nhân viên

No	Materials /Equipments descriptions Mô tả tài sản hàng hóa mang ra	Unit Đơn vị	Quantity Số lượng	Remark Ghi chú
1				
2				
3				
4				
5				
6				

Requester record (Người đề nghị gửi)

Reason of Removal: _____
Lý do mang ra

Intended time/ date removal: _____ Time: _____ Date _____
Thời gian đăng ký mang ra

Intended time/date return back: _____ Time: _____ Date _____
Thời gian đăng ký mang trả lại

SE officer record (Bảo vệ gửi)

Actual time / date removal: _____ Time: _____ Date _____
Thời gian thực tế mang ra

Actual time / date return back: _____ Time: _____ Date _____
Thời gian thực tế mang vào

Requested Team Bộ phận đề nghị

Requested	Approved

HR/GA Team Phòng Hành chính/Nhân sự

Checked	Approved

APPRODIX 6: HIRE ROOM AT DORMITORTY FORM



ĐƠN ĐỀ NGHỊ THUÊ PHÒNG TẠI KÝ TÚC XÁ

Kính gửi: **BAN QUẢN LÝ KÝ TÚC XÁ CÔNG TY**

Tên tôi là: Giới tính:

Mã Nhân viên: Bộ phận/Phòng:

CMND số:, cấp ngày/...../....., nơi cấp

Nơi đăng ký hộ khẩu thường trú:

Đã ký hợp đồng lao động với công ty TNHH Samsung Electronics Việt Nam số: Ngày/...../..... có thời hạn tháng

Khoảng cách từ nhà tới KCN Yên Phong : km

Tôi làm đơn này đề nghị Công ty xét duyệt cho tôi được thuê phòng tại khu Ký túc xá (KTX) của Công ty.

Tôi đã đọc bản Nội quy KTX và cam kết tuân thủ nội quy này, cam kết trả tiền thuê phòng và các dịch vụ khác đầy đủ, đúng thời hạn khi được ở Ký túc xá.

Tôi cam đoan những lời khai trong đơn là đúng sự thật, tôi xin chịu trách nhiệm trước pháp luật về các nội dung đã kê khai.

Yên Phong, ngày tháng năm

Người viết đơn

(Ký, ghi rõ họ tên)

Xác nhận của Phòng Nhân sự
(Ký, ghi rõ họ tên, chức vụ, đóng dấu)

Ý kiến của Ban quản lý KTX Công ty:

- ☐ Đồng ý
☐ Không đồng ý
☐ Ý kiến khác:
.....

(Ký, ghi rõ họ tên, chức vụ)

APPRODIX 7: MAIN BUS LINES TO SERVE EMPLOYEES

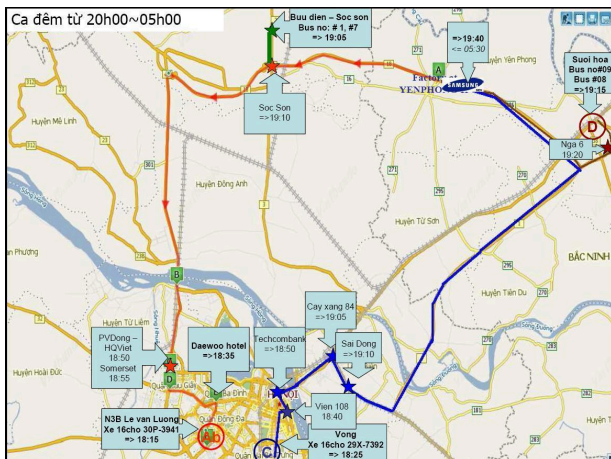
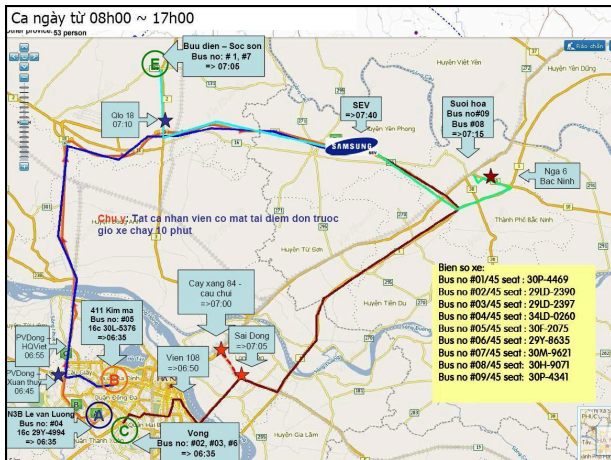
(This approdix is done by GA Part, updated on 01Jan.2010)

Bus routes informations:

Giờ chạy	Tuyến A (Trung Hòa)		Tuyến B (Kim Mã)		Tuyến C (Vọng)		Tuyến D (Bắc Ninh)		Tuyến E (Sóc Sơn)		Ghi chú
	Loại xe	Biển số xe	Loại xe	Biển số xe	Loại xe	Biển số xe	Loại xe	Biển số xe	Loại xe	Biển số xe	
05:30	Ab Yp-Kim mã- Trung Hòa 16 chỗ 30P-3941		C: Yênphong ~ Vọng 16 chỗ 29X-7392								Ca Đêm về
06:30							D: Yp - Bắc ninh 45 chỗ 30P-4469		E: Yp - Sóc sơn 45 chỗ 29Y-4341		Làm thêm về
06:35	A: Trung Hòa- Yp 45 chỗ 34LD-0260 16 chỗ 29Y-4994		B: Kim Mã - Yp 45 chỗ 30F-2075 18 chỗ 30L-5376		C: Vọng - Yp 45 chỗ 29LD-2390 45 chỗ 29LD-2397 45 chỗ 29Y-8635						Ca Ngày
07:05							D: Bắc Ninh - Yp 45 chỗ 30P-4469 45 chỗ 30H-9071		E: Sóc sơn - Yp 45 chỗ 29Y-4341 45 chỗ 30M-9621		Ca Ngày
08:15	Ab Yp-Kim mã- Trung Hòa 45 chỗ 34LD-0260		C: Yênphong ~ Vọng 45 chỗ 29LD-2397		D: Yp - Bắc ninh 45 chỗ 30P-4469		E: Yp - Sóc sơn 45 chỗ 29Y-4341				Làm thêm về
17:30	A: Trung Hòa- Yp 45 chỗ 34LD-0260		B: Kim Mã - Yp 45 chỗ 30F-2075		C: Vọng - Yp 45 chỗ 29LD-2390 45 chỗ 29LD-2397		D: Yp - Bắc ninh 45 chỗ 30P-4469		E: Sóc sơn - Yp 45 chỗ 29Y-4341 45 chỗ 30M-9621		Ca Ngày về
18:15	Ab Trung Hòa - Kim Mã - Yp 16 chỗ 30P-3941		C: Vọng - Yp 16 chỗ 29X-7392								Ca Đêm (Night duty)
18:30	Ab Yp-Kim mã- Trung Hòa 16 chỗ 29Y-4994 16 chỗ 30L-5376		C: Vọng - Yp 45 chỗ 29Y-8635		D: Yp - Bắc ninh 45 chỗ 30H-9071						Ca Ngày về
19:05							D: Bắc Ninh - Yp 45 chỗ 30P-4469		E: Sóc sơn - Yp 45 chỗ 29Y-4341 30M-9621		Ca Đêm
20:30	Ab Yp-Kim mã- Trung Hòa 45 chỗ 30M-9621 (45 chỗ 34LD-0260)		C: Yênphong ~ Vọng 45 chỗ 29LD-2397 (45 chỗ 29LD-2390)		D: Yp - Bắc ninh 45 chỗ 30P-4469		E: Yp - Sóc sơn 45 chỗ 30M-9621				Làm thêm về

HỌ VÀ TÊN LAI XE	BUS SỐ	SỐ XE	SỐ ĐT
Mr.Hùng	#1	30P-4469	091 229 6574
Mr. Khoa	#2	29LD-2390	093 678 2772
Mr. Quyên	#3	29LD-2397	098 862 6009
Mr.Hùng	#4	34LD-0260	098 929 1838
Mr. Hieu	#5	30F-2075	091 508 9035
Mr Hà	#6	29Y-8635	093 833 5599
Mr Tùng	#7	30M-9621	091 780 6055
Mr Doan	#8	30H-9071	097 555 8357
Mr. Cuong	#9	30P-4341	094 229 7755
Mr Thành	Cà ngày	30L-5376	169 295 2449
Mr Tuan	Cà ngày	29Y-4994	094 636 3139
Mr Giang	Cà đêm	30P-3941	090 348 1441
Mr Tien	Cà đêm	29X-7392	091 429 5819

Bus routes' map:



APPENDIX 8: TRAFFIC REGULATION

- Observe strictly the Traffic regulation

Wear helmet when driving motor bikes

- Use a good qualification helmet
- Do not carry more person than regulation
- Do not drive motorbikes after drinking or in unconscious condition