

HR DEPARTMENT	REVISION 00	DATE EFFECTIVE 25 November	PROCEDURE No. HR-014
DISCIPLINE		WRITTEN BY	APPROVED BY

<p>I- OBJECTIVE : To provide guidelines and to formulate standard policy/procedure to practice for all staff when violate the company regulations .</p> <p>II. POLICY</p> <ol style="list-style-type: none"> All discipline actions must be in compliance with the VN Labour Code. HR has responsibility to control & implement this process. <p>III. DEFINITION Company regulations includes labour regulations which registered at the Labour Authority, Safety Health Environment (SHE) regulations, policies, procedures, instructions, guidelineswhich were issued and announced by Company or related department.</p> <p>IV - PROCEDURE</p> <ol style="list-style-type: none"> Staff who violates the company regulations, depending on his/her level of faults, is subject to one of the following disciplinary measures: <ul style="list-style-type: none"> Verbal reminder Warning letter . Job transfer with lower pay . Dismissal . Verbal reminder is applied for small faults and violating the first time which the reminder considers it is not necessary to issue a warning letter. Depending on the case, verbal reminder can be given by direct Supervisor, HR Supervisor, Line Managers, HR Manager, General Director. For higher level of violation the following steps will be followed : <ul style="list-style-type: none"> Make an offence record or violation report stating clearly date, time, place and contents of offence. The record or violation report can be made by Security, direct Supervisor, HR Supervisor, Line Manager, HR Manager. Any other employees who find out a violation case must inform to the violator's direct Supervisor or HR Department, too . 	<p>I- MŨI C NÍCH : Cung cấp các hướng dẫn và hình thức chính sách / thuê tục nêã thêc hiên khi nhân viên vi phạm nôi qui công ty.</p> <p>II- CHÍNH SAÛCH :</p> <ol style="list-style-type: none"> Tất cả các trêđông hêp kyê luaät nêâu phâuì tuaân theo Luaät Lao Nêãng cuêa nêđuc VN. BP Nhân sêi còu traùch nhiêm kiêãm tra và thêc hiên chính saùch naøy. <p>III NÒNH NGHIAÕ Nôi qui công ty bao goàm nôi quy lao nêãng nêã nêâng kyê vôi cô quan lao nêãng, nhêđng quy nênh veà an toaøn ,sêuc khoe, môì trêđng, nhêđng chính saùch, quy nênh, thuê tục, chà thê, hêđng daãn khauc nêđic công ty hoac boã phaãn lieãn quan ban haøn và phoã bieãn cho nhân viên.</p> <p>IV- THUÊ TŨI C</p> <ol style="list-style-type: none"> Nhan viên vi phạm nôi qui Công ty, tuye theo môuc nêã, seã chòu môät trong các hình thêuc kyê luaät sau: <ul style="list-style-type: none"> Nhac nhôu baêng mieãng Thê caũnh cauo Chuyeãn laøm công vieãc khauc còu môuc löng thaáp hên. Sa thaui Hình thêuc nhac nhôu baêng mieãng chà aùp dũng cho nhêđng loãì nêđu và vi phạm laãn nêâu Tuyê theo trêđng hêp, ngêđoi nhac nhôu còu theã laø: Giaùm saùt trêc tieáp, Giaùm saùt Nhan sêi, GÑ boã phaãn, GÑ Nhan sêi, TGÑ. Các hình thêuc kyê luaät cao hên seã nêđic tieãn haøn theo trình tõi sau: <ul style="list-style-type: none"> Laãp bieãn baũn hoac bauo cauo veà vuĩ vieãc vi phạm, còu ghi roã ngaøy, giêø, nêa nêiãm, nôi dung vi phạm. Bieãn baũn hoac bauo cauo vi phạm còu theã do NV Bauo veã, Giaùm saùt trêc tieáp, Giaùm saùt NS, GÑ boã phaãn, GÑ NS laãp. Baát kyê nhan viên
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<ul style="list-style-type: none"> - HR organises a meeting with the attendance of violator, representatives of related department and HR department, authorised representative of the employees (if any) , General Director (GD) (if need). - HR makes minutes of meeting with comments from the attendees on the disciplinary action. - HR issues the official discipline letter (warning letter, letter of transfer, letter of dismissal) <p>4. The warning letter will be signed by HRM & related Line Manager . The official letter for higher levels of discipline will be signed by GD and delivered as stipulated by law.</p> <p>5. The violator has to sign when receiving the letter of discipline.</p> <p>6. The disciplinary document will be filed in both HR & related department.</p> <p>7. Depending on the case, the disciplinary action can be widely announced in the company for staff's attention.</p> <p>V - DOCUMENTATION</p> <ul style="list-style-type: none"> - Violate report - Minutes of meeting 	<p>naoø khauc, neáu phaùt hieän coù ngöøoi vi phaïm noãi qui cuõng phaûi baøu cho giaùm saùt tröïc tieáp cuûa ngöøoi vi phaïm hoaëc cho boã phaän Nhaân söi bieát.</p> <ul style="list-style-type: none"> - BP Nhaân söi toã chöùc cuoäc hoïp coù söi tham döi cuûa ngöøoi vi phaïm, ñaïi dieän BP lieän quan, ñaïi dieän BP Nhaân söi , ñaïi dieän taäp theá ngöøoi lao ñoäng (neáu coù), TGÑ (neáu caàn) - BP Nhaân söi laäp bieän baün cuoäc hoïp, coù yù kieán cuûa caùc thaønh vieän tham gia veà hình thöùc xöù lyù vi phaïm - BP Nhaân söi ra vaên baün xöù lyù (Thö caùnh caøu, Quyeaát ñoanh ñieäu chuyeän coâng tauc, Quyeaát ñoanh sa thaùi...) <p>4. Thö caùnh caøu seõ do GÑ Nhaân söi vaø GÑ boã phaän lieän quan kyù. Caùc vaên baün xöù lyù kyù luaät vöùt hình thöùc cao hôn seõ do TGÑ kyù vaø phaùt haønh theo ñuøng qui ñoanh cuûa phaùp luaät.</p> <p>5. Ngöøoi vi phaïm kyù luaät phaûi kyù nhaän vaên baün xöù lyù</p> <p>6. Vaên baün xöù lyù ñöôïc löu vaøo hoä sö nhaân söi vaø löu taïi BP lieän quan.</p> <p>7. Tuoøy theo tröôøng hoïp, hình thöùc xöù lyù kyù luaät coù theá seõ ñöôïc thoâng baøu coâng khai trong toaøn coâng ty ñeå laøm göông.</p> <p>V - CHÖÙNG TÖÖ</p> <ul style="list-style-type: none"> - Bieän baün vi phaïm noãi qui - Bieän baün cuoäc hoïp
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