

# SIAMP

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## EMPLOYEE HANDBOOK

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## **PART 1. SIAMP'S GENERAL OVERVIEW**

### ***Introduction about Siamp***

- ✓ Founded in 1947, SIAMP (“**Siamp**”) is a world leader in the design, manufacture and distribution of sanitary equipment.
- ✓ Siamp has been innovating the sanitary fittings industry for over 70 years with commitment to research and development. Siamp continues to dominate the market with innovative technical solutions developing efficient equipment which guarantees hygiene and comfort with responsible water management.
- ✓ For the convenience of providing products to Southeast Asia, Siamp Vietnam member was born in 1998. Siamp Vietnam provides the perfect solution to customers within 48 hours, with product utilities, technical support, maintenance advice and product warranty.

## **PART 2. EMPLOYMENT BASICS**

### ***2.1 Labour contract***

- ✓ When working at Siamp, all Employees shall be entered into labour contract with Siamp.
- ✓ Current types of labour contracts in accordance with labor laws including:
  - ◆ Seasonal labour contract or work-specific labour contract that has a duration of under 12 months.
  - ◆ Definite-term labour contract: from full 12 months to 36 months.
  - ◆ Indefinite-term labour contract.

### ***2.2 Equal employment opportunities for Employees***

- ✓ Siamp is committed to providing equal employment opportunities for all candidates and Employees in all areas including recruitment, hiring, training, promotion, compensation, benefits, transfers, termination of labor contracts and social and entertainment programs.
- ✓ Siamp does not allow any discrimination based on race, color, religion, religious creed, national origin, ancestry, age, physical or mental disability, medical condition, genetic information, military and veteran status, marital status, pregnancy, gender, gender expression, gender identity, sexual orientation, or any other characteristic protected by



Vietnamese law. Harassment directed against any individual on the basis of these characteristics is also prohibited.

### **2.3 Recruitment**

- ✓ Siamp always welcomes new members to join the working environment at Siamp. Siamp always expects Employees at Siamp to introduce job seekers to Siamp.
- ✓ Please contact Administrative - Human Resource Department at Siamp to have more information about job opportunities, selection process and candidate assessment.

## **PART 3. REGULATIONS AT WORKPLACE**

### **3.1 Responsibilities of Employees**

Employees at Siamp need to:

- ✓ Implement and strictly follow the working principles, Internal labour regulations, labour discipline and other agreements signed with Siamp.
- ✓ Make best effort to devote the capacity and working time within the assigned work scope, to:
  - ♦ Bring maximum revenue and profit to Siamp;
  - ♦ Reduce costs for Siamp;
  - ♦ Ensure the working time;
  - ♦ Support and help colleagues to improve their skills, professional qualifications in the process of working on the basis of respect and cordiality;
  - ♦ Keep the workplace clean and safe; preserve labor tools and property of Siamp.

### **3.2 To secure confidential information and data of Siamp**

- ✓ The Employees is required to observe and comply with Siamp's policies, rules and regulations and keep any information concerning the business, information on Siamp's inventions, discoveries, technical improvements, technological know-hows, formulas, algorithms, database encryption; information on competence classification and management decentralization at Siamp; information on Siamp's facilities and

technological infrastructure; information on the Employees' salary, bonus, insurance and other benefits; information on Siamp's collaborators; information on business secrets, business plans, financial and operational situation, internal meetings; personal information of employees and owner of Siamp, clients or customers of Siamp confidential at all the times.

- ✓ Employees shall not at any time after the date of termination disclose to any persons or entity any confidential information. In addition, Employees shall not use any confidential information for any of his or her personal purposes.
- ✓ A breach of this condition shall be considered as a gross misconduct and shall be subject to disciplinary measures in accordance with Siamp's rules and regulations and the prevailing laws.

### ***3.3 Harassment and abuse at work***

- ✓ It is Siamp's consistent commitment to create and to maintain a workplace free of discrimination based on race, color, religion, religious creed, gender, military and veteran status, marital status, pregnancy, gender expression, gender identity, sexual orientation, or any other characteristics protected by Vietnamese law.
- ✓ Harassment and abuse is recognized as disrespectful, unprofessional, or unwelcome conduct based on any of the above characteristics that creates an intimidating, abusive, offensive, or hostile working environment or that interferes with work performance.
- ✓ All Siamp's Employees are required to keep Siamp a harassment-free workplace. All information and reports about harassment must be submitted to:
  - ♦ The direct supervisor in the department or function; or
  - ♦ The Administrative - Human Ressource Department.

### ***3.4 Together building a safe and healthy working environment***

- ✓ To comply with the regulations for entering and leaving the workplace.
- ✓ To build a working environment without alcohol, tobacco, other stimulants, gambling, betting by any manner of means.
- ✓ To build a friendly working environment; do not fight, loudly, disturb others.

- ✓ To strictly comply with regulations on occupational safety and hygiene at workplace.
- ✓ In case of incidents of occupational safety and hygiene at the workplace, it is necessary to immediately notify the direct manager or Administrative - Human Resource Department to promptly support and conduct first aid according to regulations on occupational safety and hygiene at Siam.

### *3.5 Attitude and clothes in the working place*

- ✓ Clean clothing, keep neat, politeness, toward works and prescribed by Siam. Slippers, slacks or shorts are banned at the workplace.
- ✓ Employees can be used the mobile phone of Siam with personal reasons in emergency, necessary cases only. Absolutely, the using of mobile phone for chatting is prohibited.
- ✓ Employees shall only be entitled to use the specified computer to access internet for receipt or sending individual emails out of the working time. Employees is banned for using the internet for personal reasons.
- ✓ The colleagues relationship in Siam is determined on a basis of respect, helping each others. The case running an affiliated group for plausible reasons is banned.

## **PART 4. BENEFIT AND DEVELOPMENT**

### *4.1 Salaries and allowances*

- ✓ Siam pays salaries to Employees based on the actual working time and labor productivity of Employees in such month, according to Siam's salary and bonus policy stipulated in the Collective Labor Agreement, other internal regulation and current regulations of labor law.
- ✓ In addition to salary, Employees are also supported the following allowances: parking fee, mid-shift meals, transport expenses, telephones fee, accommodation fee.

### *4.2 Bonus and other welfare regimes*

- ✓ Siam pays bonus to Employees based on the annual production and business of Siam.
- ✓ The bonus according to Siam policy include: diligent bonus, bonus on the occasion of 30<sup>th</sup> April - 1<sup>st</sup> May and National Day 2<sup>nd</sup> September, the year-end bonus for the 13<sup>th</sup> month salary, bonus for Siam business activities, seniority bonus.



- ✓ Other welfare regimes
  - ♦ Annual health checkups;
  - ♦ To participate in accident insurance 24/24;
  - ♦ Annual tourism;
  - ♦ The regime for sickness, wedding or funeral.

#### *4.3 Opportunities for training and development*

- ✓ Siamp always efforts to organize training for career skills at the workplace.
- ✓ Employees at Siamp are always provided with favorable conditions and financial support to attend seminars, training programs domestic and broad to develop their careers, improve their skills.

### **PART 5. WORKING AND RESTING TIME**

#### *5.1 Working time*

##### **5.1.1 For assembly workers, quality control workers, warehouses worker and maintenance workers:**

- ♦ Working in shift: From Monday to Saturday every week.
- ♦ 1<sup>st</sup> Shift: from 6:00 to 14:00, thirty (30) minutes of mid-shift break.
- ♦ 2<sup>nd</sup> Shift : from 14:00 to 22:00 , thirty (30) minutes of mid-shift break.
- ♦ For administrative shift (applicable to female workers who are pregnant and/or raising children under twelve (12) months of age):
  - For assembly workers and quality control workers: from 8:00 to 16:30, thirty (30) minutes of mid-shift break.
  - For warehouses workers and maintenance workers: 8:00 to 17:00, sixty (60) minutes of mid-shift break.

**5.1.2 For office department and department's managers:**

- ♦ Working time from Monday to Saturday every week:
  - Morning: from 8:00 to 11:30
  - Afternoon: from 12:00 to 17:00
- ♦ Working time on Saturday per week: from 8:00 to 12:00.

**5.1.3 For plastic injection workers:**

- ♦ Work in shifts: (time may be changed, but must ensure sufficient working time is eight (08) hours/day)
  - 1<sup>st</sup> Shift: from 6:00 to 14:00
  - 2<sup>nd</sup> shift: from 14:00 to 22:00
  - 3<sup>rd</sup> shift: from 22:00 to 6:00 next day
  - For administrative shift (applicable to female workers who are pregnant and/or raising children under twelve (12) months of age): from 9:00 to 17:00.
- ♦ Every week, Employees is entitled to a day off from the week.

**5.1.4 For cleaning workers:**

- ♦ Working time from Monday to Saturday per week.
- ♦ Morning: from 8:00 to 11:30
- ♦ Afternoon: from 12:30 to 17:00

**5.2 Mid-shift breaking time**

- ✓ For direct production employees: lunch and rest time is thirty (30) minutes; for 3rd shift, mid-shift break is forty five (45) minutes.
- ✓ For indirect employees (office, management, maintenance, warehouse, cleaning): lunch and rest time is sixty (60) minutes.



### 5.3 Overtime

- ✓ Siamp is entitled to required the Employees working overtime time if Employees agreed, but not exceed four (04) hours per day and two hundred (200) hours per year, not exceed three hundred (300) hours per year in the special case prescribed as laws.

### 5.4 Holidays

- ✓ The annual employee's break holiday shall be take a rest for holiday of ten (10) days and be paid fully wage regulated in the Law, include in:
  - ♦ Calendar New Year Holiday: one (01) day (the first day of January of the calendar year);
  - ♦ Lunar New Year Holidays: five (05) days which be selected by the Company, either 01 last day and 04 first days of the lunar year, or two (02) last days and three (03) first days of the lunar year.
  - ♦ Commemorative Celebration of Vietnam's Forefather - Kings Hung: one (01) day (the tenth of March of the lunar year).
  - ♦ Victory Day: one (01) day (the thirtieth day of April of each calendar year);
  - ♦ International Labor Day: one (01) day (the first day of May of each calendar year);
  - ♦ National Day: one (01) day (the second day of September of each calendar year);
- ✓ Foreign Employees, in addition to the public holidays, are entitled to one (01) traditional new year holiday and one (01) national day of their country.
- ✓ In case a holidays fall on a weekend, Employees are entitled to take the following day off as compensation.

### 5.5 Annual leave

- ✓ Employees signing the official labor contract who have worked from first (01) year to fiveth (05) year, shall be entitled to annual twelve (12) days off (one (01) day off per month) for Employees working in the normal conditions; or fourteen (14) days for Employees doing an extremely heavy, hazardous or dangerous job equivalent to among of working months and be fully paid leave.

- ✓ In case where Employee who has at least five (05) years' working for Siamp, the annual leave of that Employee shall be increased one (01) day for every five (05) years' working.

## 5.2 *Personal leave*

- ✓ Employees may take fully paid leave for personal reasons in the following cases:
  - ♦ Married: three (03) days.
  - ♦ Marriage of his/her child: two (02) days.
  - ♦ Death of a blood parent or a parent of his/her spouse, his/her spouse or child: three (03) days.
  - ♦ An employee may take two (02) days off when a paternal or maternal grandparent or blood sibling dies; and attached died certificate.
  - ♦ All the days off stipulated in above shall be attached proofs in writing.
- ✓ Employees may take day off without pay in the following cases:

## 5.6 *Regulations on maternity leave*

- ✓ Period for maternity leave for female Employees before and after childbirth are six (06) months. The period of leave before giving birth shall not exceed two (02) months. In the case of female Employees who have twins or more, the mother is entitled to take an extra thirty (30) days for each child.
- ✓ Female Employees during maternity leave are entitled to one hundred percent (100%) of maternity allowance from the Social Insurance Agency in accordance with the law on social insurance.
- ✓ Male Employees are entitled to two (02) days of full pay when their wives give birth (accompanied by birth certificates). In addition, male employees are entitled to maternity regimes for male employees whose wives give birth in accordance with the current Social Insurance Law.
- ✓ Please contact Administrative - Human Resources Department of Siamp to receive the guidance for maternity leave.

## PART 6. TERMINATION OF LABOUR CONTRACT

### *Cases of termination of labour contract*

- ✓ The labour contract expires and one of parties decides not to enter into a new labour contract.
- ✓ The work stated in the labour contract has been completed.
- ✓ Both parties agree to terminate the labour contract.
- ✓ The Employee fully meets the requirements on the time of payment of social insurance premiums and the age of retirement in accordance with labour laws.
- ✓ The Employee is sentenced to imprisonment or death or is prohibited from performing the job stated in the labour contract under a legally effective judgment or ruling of a court.
- ✓ The Employee dies or is declared by a court to have lost civil act capacity, be missing or dead.
- ✓ The Employee is disciplined and dismissed according to Siamp's internal labour regulations.
- ✓ The Employee unilaterally terminates the labour contract according to labour laws.
- ✓ The Employer unilaterally terminates the labour contract according to labour laws.

***Please contact with Administrative - Human Recourse Department for more information about process of termination of labour contract.***

## PART 7. CONTACT AND SUPPORT INFORMATION

In the event of any complaints, questions or need any assistance regarding issues related to the Siamp's internal labour regulations, working principles, other policies related to Employees, please contact Siamp with the following information:

### ***Administrative – Human Recourse Department***

- ✓ **Phone number: 028 3742 2116**

**SIAMP LTD**  
**GENERAL DIRECTOR**  
  
**CUNG HONG TIN**