



## EZLAND POLICY

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# SALARY-BONUS POLICY

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**1. Purpose:**

- Stipulating the payment of salaries, bonuses and allowances for each individual and each department, in order to encourage employees to work, successfully perform their jobs according to titles and make important contributions to the completion of business plans of the EZLANDVIETNAM Development JSC (“**Company**” or “**EZLand**”).
- Comply with regulations of the labor code on salaries and benefits for employees.

**2. Objects:**

All employees working under labor contracts at EZLand.

**3. Applicable time:**

Valid from June 1st, 2019. The previous policies with the same content are no longer valid.

**4. Salary administration**

To attract and retain the best employees, the company endeavor to pay competitive salary with those paid from other employers in similar industry and in the applicable labour markets in which Ezland maintain facilities.

In the line with this objective, we monitor our wage scales to ensure that they are kept in line with local as well as national economic conditions.

Each position at our Company has been studied and assigned a salary grade. Each grade has been assigned a corresponding salary range. Periodically, the Company may revise job descriptions, evaluate individual jobs for each employee to ensure that they are rated and paid appropriately, and review job specifications to ensure that they are directly job related.

Ezland takes a whole view in accord with our principle of compensation and benefits not just in term of basic salary, but with the wider view of consideration of total compensation. Our pay structure is currently defined as follows:

<b>GROSS INCOME = BASIC SALARY + SALARY ALLOWANCE (RESPONSIBILITY) + OTHER ALLOWANCES (IF ANY)</b>
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**Total of basic salary & salary allowance is used to register/pay compulsory social insurance**

On your period probation, your pay will be **100%** of the offered salary or special discussion.

**5. Allowances, benefits, support:**

**5.1. Public Holidays Leave get full salary**

a. Employees are entitled to take time off from work and receive full pay during the following holidays:

- New Year's Day (Solar) : 1 day (01<sup>st</sup> January).
- Tet holidays : 5 days (1 last day and 4 beginning days of Lunar New Year).
- King Hung Vuong Death Anniversary : 1 day (10<sup>th</sup> Lunar March).
- South Vietnam Liberation Day : 1 day (30<sup>th</sup> April).
- International Labour Day : 1 day (01<sup>st</sup> May).
- National Independence Day : 1 day (02<sup>nd</sup> September).

For expats, you will be off extra one day for their traditional New Year leave if it does not fall in 1st of January and one day for your country National Independence Day.

If any of the above holidays fall on a Saturday or a Sunday, the employees are entitled to take in lieu of the following working day according to the Vietnamese labor Code.

For Christmas, employee to be allowed to take 1 hour off sooner than usual working time if the working day fall in 24<sup>th</sup> of December as an extra benefit for this international holiday celebration.

b. Employee are entitled to take time off from work and receive full pay during the following cases:

- Marriage: take 03 days off.
- Daughter/ son gets married: take 01 day off.
- Parents/ Parents in law/ wife/ husband/ children passed away: take 03 days off.

**5.2. Gift policy**

a. "Li xi" for Tet:

- Director/ senior manager level: 300,000 VND per person.



- Manager/ staff level: 100,000 VND per person

b. Marriage

- Employee's marriage: 5,000,000 VND

- Son/Daughter of employee's marriage: 1,000,000 VND

c. Childbirth:

- Manager level or above: 500,000 VND per child

- Staff level: 300,000 VND per child.

d. Birthday:

- Director: 200,000 VND and a birthday cake cost 500,000 VND.

- Manager/ staff: 200,000 VND.

e. Woman day 8th of March:

On this occasion, every female employee will be received a flower as a cheering message from the Company.

f. Children day 1st of June:

Each child of employee to be received a non-cash gift which does not exceed 200,000 VND in value for this occasion. Children of employee to be defined as who is under 16 years old.

g. Mid-Autumn on September:

Each employee to be received a non-cash gift which does not exceed 200,000 VND in value for this occasion.

h. Vietnamese Woman day 20th of October

All female employees encouraging non-cash gift which are 300,000 VND in value per each.

## 6. Salary transfer period

Wages and salaries are paid directly to staff once per month. Payday is on the 01<sup>st</sup> day of the following month.

Ezland pays your salary via bank transfer. You are required to open a personal account at the bank to be selected by the employer in Vietnam, and to inform the HR Department of your bank account as soon as your probationary period started.

## 7. Overtime



In order to meet work demands, it is necessary for certain employees to work overtime on occasion but not more than 30 hours in a month. When occasions may arise where, due to unforeseen or unavoidable circumstances, the overtime hours must be requested and approved by Managers and must be recorded on the timesheets and shall be compensated in accordance with provisions of the laws.

There is no set dinner allowance policy for late office work other than that if the employee is required to work after 10 pm then the company will consider reimbursing the taxi fare to and from (the next day) home. This should be normally done on a pre-approval basis.

## **8. Salary review**

Your salary will be reviewed on an annual basis at the time of performance review, normally at the period of Tet and as necessary in some special cases.

Percentages of salary review are determined by Ezland's Management Board which is based on the following factors:

- Company performance.
- Team performance.
- Staff Performance.
- Market competitiveness.
- Economic factors.

## **9. Bonus:**

The bonus will always depend on the Company's business result and Ezland's Management Board's decision according to annual budget.

### **9.1. Thirteenth month salary**

You may earn about equal to one month of salary as thirteenth month salary equivalent to a month to you at the end of the lunar year. If you have joined Ezland within 12 months of the current year, you will be eligible to 100% of this bonus scheme. Otherwise, this payment will be made in proportion to the length of working time.

### **9.2. Performance bonus:**

The success of Ezland is the success of its staff members. The company conducts Staff performance reviews annually before Tet, or by specific period of time appropriate to each Department. Depending on staff's achievements, contribution, working performances, and attitude, etc., the form of this bonus may vary from time to time at of Ezland's Management Board.



### **9.3. Seniority bonus**

The company will consider an encouragement bonus policy for everyone whose tenure is more than 24 months.

## **10. Promotion**

Promotion will be made primarily on the basis of employee's ability to perform and accept new and greater responsibilities. If all other requirements of a position are similarly met by two or more people, seniority may be the deciding element. Seniority alone doesn't guarantee consideration for promotion.

## **11. Training and development**

### **11.1. Orientation**

The primary purpose of the orientation period is to provide a new employee with learning time and to the company an opportunity to evaluate their performance. Employees will join an orientation training conducted by HR Department on their first day with Ezland. The orientation includes office tour, welcome package, company overview and introduction to the company's rules, labor regulations, HR policies and procedures and IT control.

### **11.2. On – the – job training**

The company will provide on-the-job training to employees either in Vietnam or any location it seems appropriate. This purpose is a mutual benefit for Ezland and employees. By participating in practical training, the employees will learn professional management and working styles of partners as well as having the opportunity to gain a broad view about international work standard.

### **11.3. External Training**

Ezland will identify necessary training courses for employees from external training centers/trainers based on real training needs. Employees/Managers should work with HR Director to discuss a suitable training program if they wish.

### **11.4. Training agreement**

The employee is required to sign a training bond or commitment with the Company if the employee engages in a critical training program that uses Ezland's training fund.



Ezland will consider sponsoring further education relating to professional qualifications or language training. The Employee should inquire to HR and/or his or her manager in regards to training needs and the company support will be on a discretionary basis relating to employee job requirements, tenure with the company and performance. In the case that substantial amount of time and funding is required (for example for language training) the Company operates a loan without interest program allowing the employees to cover all or part of the training costs.

## **12. Performance appraisal:**

All employees of Ezland are expected to work as a team. An employee is employed to work for the company, not just for a specific job. At times an employee will be asked to assist in other areas than his/her normally assigned duties. Cheerful operation in our team work is expected from all the employees and shall be taken as learning/cross training opportunities.

To ensure that all employees perform their job to the best of their abilities, it is important that they are recognized for good performances and they receive appropriate suggestions for improvement when necessary consistent with this goal, their performance will be evaluated by their direct supervisor/manager on a going basis.

In addition to annual performance appraisal, a verbal or written performance evaluation may be conducted by a direct manager at any time to advise the employee the existence of performance or disciplinary problems.

Sustainability criteria (ESG) are also appropriately intergrated to assess employees at each specific stage, according to each specific level. Accordingly, these criteria will be an intergral part of the employee performance assessment and affect the bonuses in some key positions in the company.

All performance appraisal form will be recorded at the HR Department for future reference.

