

Hanoi, December 29th, 2021

No: 1464/QĐ-ĐHFPT

DECISION

Ref: Issuing the FE's honoring and rewarding regulations

Pursuant to the Decision No. 208/2006/QĐ-TTg dated September 8, 2006 of the Prime Minister establishing the FPT University;

Pursuant to the Decision No. 1017/QĐ-ĐHFPT dated September 1st, 2021 of Chairman of FPT University Director Board issuing the University's Statutes on Organization and Operation;

Pursuant to the FPT's rewarding regulations No. 07-QĐ/NS/HDCV/FPT version 1/2 dated April 16th, 2020 of FPT JSC's General Director;

Pursuant to the request of Head of HR Department,

DECIDES:

Article 1. To issue the FE's rewarding regulations as attached file.

Article 2. This decision shall be taken effect on the date of signing and replace for decisions Decision No. 1239/QĐ-ĐHFPT of FPT University's Rector on issuing the FPT Education (FE) reward regulations dated November 24th, 2020;

Article 3. Directors of Member Units, Centers, and Institutes, Head of Strategy – Finance Board, Head of Human Resources Board, Directors of FE regional offices, Regional Chief Account, and related Departments and Individuals shall be responsible for implementing this Decision./.

Mailing address:

- As Article 3;
- Filing: Archives, HR.

RECTOR

Nguyen Khac Thanh

HONORING AND REWARDING REGULATIONS OF FPT EDUCATION

(Attached to the Decision No. 1464/QĐ-DHFPT dated December 29th 2021 of FPT University' Rector)

Article 1. Objectives

This is regulation on subjects, principles, competence to approve and sign reward decisions, forms of reward, budget and reward norms and procedures, dossiers of commendation in FE.

Article 2. Subjects and Scope of application

This regulation is applied to FE's affiliates/units/departments or individuals belonging to FE.

Article 3: Definitions

1. FE level: The representative is FPT University approved and signed the award decision
2. Unit-level: Includes FPTUs, Fschools, FSW, FPL, FAI, FSB, FPTU Global, FE HO.
3. FPT Education's President: FPT University's Rector
4. Units' Directors are Directors of Units listed in Clause 2 Article 3

Article 4. General principles

1. Honoring and rewarding are the cultural foundation, the driving force to ensure the rapid and sustainable development of FE, and a harmonious combination of spiritual praise and material encouragement.

2. Leaders/managers of all member units must honor and reward individuals/groups when they have achievements.

3. Honoring and rewarding principles: Accurate, open, fair, timely, and continuous.

4. A harmonious combination of spiritual praise and material encouragement.

5. The achievements are honored and awarded as one of the important bases on the appointment of leaders.

Article 5: Forms of honoring and rewarding, rewarding levels, and authorized persons

| Type | Detail | Rewarding levels | | Authorized persons |
|--------------|--|------------------|----------------|--------------------|
| | | At FE level | At Member Unit | |
| Award titles | 1. Miss/Mister, first runner-up, and second runner-up titles of Best Employee of The Year: given to the 3 best individuals in FE. | X | | FE President |
| | 2. The Social activities Contribution Award: recognize the best employees for their dedication to the activities of unions, Youth Unions, and charity. | X | | FE President |
| | 3. Award for employee's dedication to FE's development: This award title is for the employees who are working and | X | | FE President |

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| | contributing to the development of FE (according to seniority levels in even years and 5 years per accounted time such as 10 years, 15 years, 20 years, etc. | | | |
| | 4. Award for the unit with the highest new enrollment ratio: This award title is for the unit with the highest new enrollment growth rate | X | | FE President |
| | 5. Award for the unit with the highest scale growth ratio: This award title is for the unit with the highest revenue growth rate | X | | FE President |
| | 6. Award for the unit with the highest effectiveness of operation growth ratio: This award title is for the unit with the highest ratio of Return on Investment/Average of total employees this year compared to it's the last year | X | | FE President |
| Certificate of Merit | Award for individuals/collectives who have particularly outstanding achievements that contribute to the development of FE in daily work or have good achievements in emulation movements | X | | FE President |
| Honoring and rewarding | Award for the best employee in the academic activities of the year | X | | FE President |
| | Honor and reward FE-level individuals or groups with outstanding achievements at work | X | | FE President |
| | Honor individuals who have worked for 5 years | X | | FE President |
| | Honor and reward Member Unit-level individuals or groups with outstanding achievements at work | X | | FE President |
| | Honor and reward excellent lecturers of the academic term | | X | Directors of Member Units |
| Unexpected Award | Award for individuals/collectives who have particularly outstanding achievements through MyFPT or relevant applications | Leaders/Managers at all levels | | |

For the details of the form of honor and reward, see document the Annex attached with the Decision.

Article 6. Bonus budget

1. Bonuses for FE-level for collective and individual are deducted from FE's welfare and

reward fund.

2. Bonuses for Unit-level for collective and individual are deducted from the operating expenses of the Units.

Article 7. Organization of implementation

1. HO HR Department is the focal point to guide and monitor the implementation of this Regulation
2. All rewards should be notified to relevant stakeholders and publicized in FE internal media
3. HO HR Dept. drafts, submits, and issues the rewarding decision at FE-level and Unit-level to the FE President for approval.

ANNEX – FORMS OF HONORING AND REWARDING AT FE
(Attached to the FE’s honoring and rewarding regulations)

| No. | Award | Detail | Prize money | Reward items | Time | Quality | Subject | Procedure and documents of honoring and rewarding |
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| I. AWARD TITLES AT FE-LEVEL | | | | | | | | |
| 1 | The 3 best employees of the year | | | | | | | |
| 1.1 | Miss/Mister title of Best Employee of The Year | Given to the best individual in FE of the year | 15,000,000VND | Certificate of Merit and reward items | End of the year | 1 | Employees are on the list of award-nominated best employees in the educational sector of the year | - Award titles are rewarded at the regional closing ceremony - Voting records for the 3 best employees on the list of best employees in the educational sector of the year to reward Miss/Mister, first runner-up, and second runner-up |
| 1.2 | First runner-up title of Best Employee of The Year | Given to the 2 nd best individual in FE of the year | 10,000,000VND | | | 1 | | |
| 1.3 | Second runner-up title of Best Employee of The Year | Given to the 3 rd best individual in FE of the year | 8,000,000VND | | | 1 | | |
| 2 | Employees’ contribution to social activities | | | | | | | |
| | Employees’ contribution to social activities | Rewarding the best employees with: - Their especially dedicated way to the activities of unions, Youth Unions, and charity at his/her Unit or FE-level - Being a nucleus of cultural | 1,000,000VND | Certificate of Merit and reward items | End of the year | Up to 2% of the total number of employees | Official employees | - Every year, the head of the FE’s Culture and Union Board and the labor Union President coordinate to propose a nomination list of employees contributing to social activities. Then, the human resources department submits it to the FE President for approval. |

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| | | values in FE | | | | | | | - Award titles are awarded at the regional closing ceremony | |
| 3 | Employee's dedication to FE's development | | | | | | | | | |
| | Employee's dedication to FE's development | Rewarding the employees who are working and contributing to the development of FE with the seniority of working for 10 years, 15 years, 20 years, etc. (Cumulative the amount of time worked at FE) | Undetermined | Certificate of Merit and reward items | Annually | In annual reality | Official employees | | Every year and before the closing ceremony, the Human Resources Department submits a list of employees contributed to the development of FE with the seniority of working for 10 years, 15 years, 20 years, etc to the FE President for approval. Note: Seniority is cumulative the length of time that a person has worked in a job with probationary contracts and labor contract until December 31 of the year of honor | |
| 4 | The unit with the highest new enrollment ratio | | | | | | | | | |
| | The unit with the highest new enrollment ratio | This award title is for the unit with the highest revenue growth rate | Not exceed 20,000,000VND | Certificate of Merit | End of the year | 1 | Member Units | | According to the performance of the unit, Head of Strategy – Finance Board proposes award titles | |
| 5 | The unit with the highest scale growth ratio | | | | | | | | | |
| | The unit with the highest scale growth ratio | This award title is for the unit with the highest revenue growth rate | Not exceed 20,000,000VND | Certificate of Merit | End of the year | 1 | Member Units | | | |
| 6 | The unit with the highest effectiveness of operation growth ratio | | | | | | | | | |
| | The unit with | This award title is | Not exceed | Certificate | End of | 1 | Member | | | |

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| | the highest effectiveness of operation growth ratio | for the unit with the highest ratio of Return on Investment/Average of total employees this year compared to it's the last year | 20,000,000VND | of Merit | the year | | Units | |
| II. CERTIFICATE AT FE-LEVEL | | | | | | | | |
| 1 | Award for individuals/collectives | Reward individuals/collectives who have particularly outstanding achievements that contribute to the development of FE in daily work or have good achievements in emulation movements | Not exceed 20,000,000VND per one rewarding time | Certificate of Merit | When having the achievement | Undetermined | Individuals/collectives | Directors of Member Units propose rewards for individuals or collectives (attached with their performance report) to the FE Human Resources Department for review and submit it to the FE President for approval. |
| III. HONORING AND REWARDING | | | | | | | | |
| 1 | Award for the best employee in the academic activities | Reward the best employee in the academic activities of the year | 5,000,000VND | Certificate of Merit and reward items | End of the year | 10% of the official number of the employee | Official employees | Directors of Member Units propose rewards for individuals or collectives (attached with their performance report) to the FE Human Resources Department for review and submit it to the FE President for approval. |
| 2 | Honor and | Honor and reward | Not exceed | | When | Undeter | Individuals/c | Directors of Member Units |

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| | reward FE-level individuals or groups with outstanding achievements at work | FE-level individuals or groups | 20,000,000VND per a rewarding unit time; Not exceed 5,000,000VND per a rewarding individual time | | having the achievement | mined | ollectives | propose rewards for individuals or collectives (attached with their performance report) to the FE Human Resources Department for review and submit it to the FE President for approval. |
| 3 | Honor individuals who have worked for 5 years | Honor employees working and contributing to the development of FE according to the seniority of working for 5 years (Cumulative the amount of time worked at FE) | Undetermined | Certificate of Merit and reward items | Annually | In annual reality | Official employees | Every year and before the closing ceremony, the Human Resources Department submits a list of employees with the seniority of working for 5 years to the FE President for approval. Note: Seniority is cumulative the length of time that a person has worked in a job with probationary contracts and labor contract until December 31 of the year of honor |
| 4 | Honor and reward Member Unit-level individuals or groups | Honor and reward Member Unit-level individuals or groups with outstanding achievements at work | Not exceed 5,000,000VND per a rewarding unit time; Not exceed 3,000,000VND per a rewarding individual time | | When having the achievement | Undetermined | Individuals/collectives | Heads of Departments/Boards/Projects propose rewards for individuals or collectives (attached with their performance report) to the FE Human Resources Department for review and submit it to the FE President for approval. |
| 5 | Honor and | Honor and reward | From 1,000,000 | Certificate | End of | 10% of | Lecturer/teac | The selection and reward are |

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| | reward excellent lecturers/teachers | excellent lecturers/teachers in the academic activities | to 1,500,000VND per individual | of Merit | the academic term | total lecturer/teachers | hers | conducted every semester. Number of lecturers who are rewarded must not exceed 10% of the total number of full-time lecturers and part-time lecturers at the end of each semester (part-time lecturers included in this regulation are whose total teaching hours in the semester greater than or equal to 90 hours). |
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IV. UNEXPECTED REWARD

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| 1 | Unexpected reward | Award for individuals/collectives who have particularly outstanding achievements through MyFPT or relevant applications | | | | | Individuals/collectives | Award for individuals/collectives who have particularly outstanding achievements through MyFPT or relevant applications |
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