



**FPT UNIVERSITY**

# **EMPLOYEE HANDBOOK**

Issued with Decision No. 343 / QĐ-ĐHFPT dated March 30th, 2021

**HANOI, MARCH 2021**

FPT University welcomes you to join our team. FPT University always tries to create a professional and challenging working environment where each person can maximize their creativity to have satisfied income and a happy work.

This Handbook is for all members of FPT University. Its purpose is to provide the most important and necessary information in the process of integration and working with FPT University. We hope you will read it carefully, grasp the content and keep it as a guide, an effective information tool during your work here.

If you have any inquiries, you should immediately talk to the Person in charge, personnel staff. They have the obligations to help you.

We are very happy to have you in the team and wish our cooperation will bring success and happiness to all.

**Note**

FPT University will quickly announce all changes related to FPT University's policies and rules for all employees.

For any comments on the Handbook, please send comments to Human Resources (HR) Department at [nhansufe@fe.edu.vn](mailto:nhansufe@fe.edu.vn)

## **1. GENERAL INTRODUCTION ABOUT FPT UNIVERSITY**

### **1.1. Mission, vision, educational philosophy and culture**

FPT University was established under the Prime Minister's Decision No. 208/2006/QĐ- TTg dated September 8, 2006, allowing the official establishment of FPT Private University.

FPT University (herein after referred to the University) has a Mission, Vision, Educational and Cultural Philosophy encapsulated as follows:

#### **Mission**

Providing global competitiveness for a large number of learners, contributing to the expansion of the country's knowledge.

#### **Vision**

Become an international Mega education system that meets social needs and based on the most advanced training technologies.

The vision is expressed in the keyword iGSM - [Industry Relevant - Global - Smart Education - Mega].

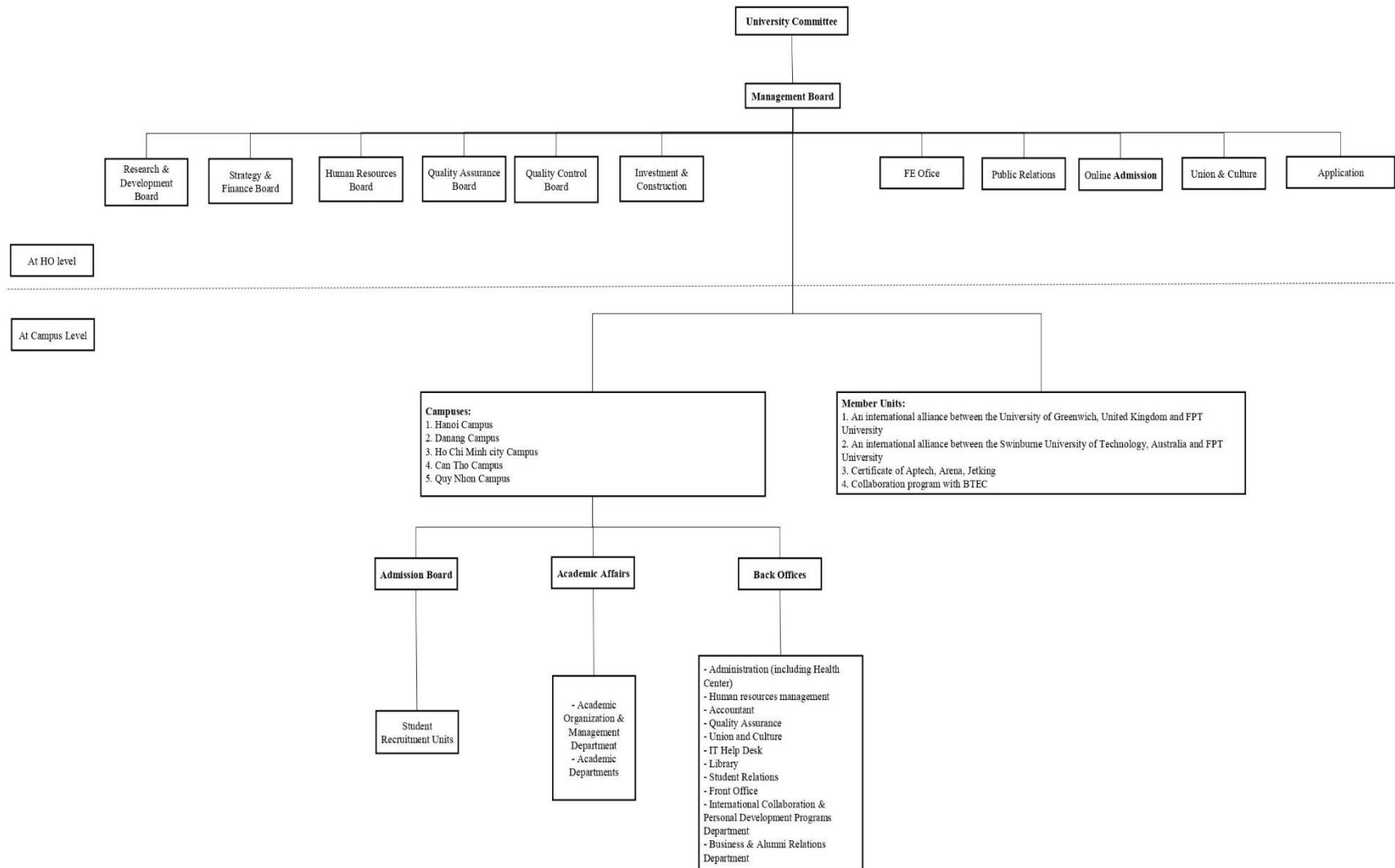
#### **Educational philosophy**

Education and training are the organization and management of learners' self-study.

#### **Cultural philosophy**

- Respect, Innovation, Teammate, Public benefit, Exemplary, Smart;
- Real learning, real examination, true success;
- Do different to do well

### 1.2. Organization chart



## **2. LABOR CONTRACT**

### **2.1. Recruitment**

All staff recruited to FPT University follow the recruitment process including profile screening, examination and interview/trial lecture (for lecturers). The steps may vary depending on the situation of each position.

FPT University is openly recruiting through internal and mass media. Applicants do not have to pay any exam fees.

### **2.2. Regulations on Labor contracts**

FPT University implements regulations on Labor contract in accordance with FPT regulations. Please login to <http://eiso.fpt.com.vn> to see the regulations in the Document code 03-QĐ/NS/HDCV/FPT.

### **2.3. Regulations on visiting contracts**

Visiting contract: A temporary contract used to sign with the lecturers who are invited for conducting the lecture, work collaboratively with the University. The validity of the contract shall not exceed 12 months/contract.

## **3. INTERESTS OF LABORERS**

### **3.1. Levels of staff**

Staff level is defined when the Employee signs an official Labor contract and arranged job position or when appointed/dismissed. For managerial positions, staff level depends on the level of importance and department size of that individual. The determination of importance and size of the department is decided by the Superior Leader.

Every year, the Leaders of Departments at all levels shall review the level of staffs of subordinate units when conducting review of personnel activities.

Accident health insurance benefit- FPT Care of each employee is entitled based on the arranged level of staff.

### **3.2. Income structure of employees**

Annual income of employees includes:

- a. Salary
  - Actual salary of working months at the University: Including salary based on job title and un-fixed supplementary amount.
  - The 13th month salary bonus based on the results of annual effectiveness operation.
  - Special wages are applied to a number of positions or a number of Departments at the University's annual decision.
- b. The allowances according to University's benefit policies, which may be in cash or not, may change from year to year.

### **3.3. Monthly salary**

- Monthly planned salary: The monthly planned salary is determined by the job title, technical and professional qualifications, the agreements and the average income level of the market. The monthly planned salary includes:
  - + Job title Salary (herein after referred to as basic salary): determined by job title, position or level of staff at the University and according to the salary scale set by the University in accordance with the labor law. This is the basis for payment of compulsory insurance according to State regulations.
  - + Plan supplement salary: is the difference between monthly planned salary according to agreement between the University and employees, together with basic salary. The Plan supplement salary is the basis for determining the actual monthly supplement amount for employees.
  - Actual monthly salary: including actual basic salary and actual supplement amount in the month.
  - + Actual basic salary: Actual basic salary is calculated based on proportion of actual number of working days in the month.
  - + Actual supplement amount: calculated based on the number of working days in the month and effectiveness performance of the employees.
  - During probationary period, employees are entitled to a minimum of 85% of the monthly planned salary, but not lower than the basic salary agreed by FE and the staff.
  - For time-based employees, salary is paid out on the 25th of every month for the full calendar month of work. Salary is transferred to the employees' personal account was opened at Tien Phong Commercial Joint Stock Bank.

### **3.4. Monthly salary of lecturers**

Each lecturer is assigned a basic salary and F salary (hourly salary) based on qualifications, experience, teaching skills, the agreements and the average income level of the market. Every month, lecturers are paid based on the number of hours they spent teaching and actual working time they completed from the 16th of the previous month to the 15th of this salary month. Salary is transferred to the employees' personal account was opened at Tien Phong Commercial Joint Stock Bank. The basic salary is calculated in  $F \times 44$  hours. Regulations on payment of lecturers' income are issued separately and updated annually at <https://vanban@fpt.edu.vn>.

### **3.5. Adjustment of monthly salary**

- Adjustment of the planned monthly salary, F salary is implemented as follows:
  - + Change in the planned monthly salary due to changes in the level or job title of employees;
  - + Changes in the planned monthly salary based on the results of annual effectiveness performance evaluation;
  - + No increase in the planned monthly salary due to labor discipline.
  - + Planned monthly salary is reviewed annually in February and August.
  - Adjustment of basic salary: based on the duration of level of each employee to consider adjustment. Periodic review for every 1 to 3 years to adjust and increase the level for employees

### **3.6. Bonus for the 13th month salary**

Bonus for the 13th month salary is based on the results of personal performance, FE's effectiveness performance and salary fund of each unit. The University gives bonus for 13th month salary to employees working until the end of December 31 every year to encourage them to increase labor productivity, stick with the job, learn and comply with the University's internal regulations. In case the employee does not comply with FE regulations in each period, FE has the right to deduct the 13th month salary. The bonus is often paid to employees at year-end prior to their leaving for the Lunar New Year holiday.

The University classifies employees into the following groups to develop bonus for the 13th month salary regulations: Managers, Enrollment staffs, Office staffs, Lecturers.

- a. Bonus for the 13th month salary of Managers
  - Managers are those who have decisions on appointment for management positions.
  - The effectiveness performance salary of managers depends on income plans and operational efficiency of the University, units and departments of the Managers.
  - Every year, each Manager is determined the income plan based on the scale, scope of influence, complexity of the work that the Manager undertakes; and work plan (KPI), expected results (Target).
  - At the end of the year, based on the results of management staff and income plan, the University will calculate the actual annual income of Managers.

- b. Bonus for the 13th month salary of Enrollment staffs

Enrollment staffs receive performance salary according to the volume and results of work performed in the year. Effective salaries of Enrollment staffs are specified in the Enrollment Policy each year.

- c. Bonus for the 13th month salary of office staffs

Based on the results of personal performance, actual working time and effectiveness performance of each unit to calculate performance bonus for employees.

- d. Bonus for the 13th month salary of lecturers

Lecturers receive performance bonuses based on the results of personal performance, actual working time and effectiveness performance of each unit equivalent to F\*44 hours or one month's basic salary (for Primary Homeroom Teacher) for a full working period of 12 months/year. In case a teacher does not work for 12 months/year, their effectiveness performance salary shall be calculated in the proportion of their actual working time.

### **3.7. Benefits**

#### **3.7.1. Vacation**

The University applies a vacation policy to allow employees to take a vacation during summer with their colleagues or relatives, while at the same time supporting workers part of the vacation cost and encouraging workers to stay long term with the University.

During vacation, the beneficiary shall be entitled the support amount decided and issued by the University annually. Vacation day is counted as the actual working day.

#### **3.7.2. Healthcare insurance - FPTCare**

In addition to compulsory insurance in accordance with the State's regulations, the University purchases additional health and physical insurance for employees who sign official Labor contracts. This policy reflects the interest and long-term commitment between the University and employees.

#### 3.7.2.1. Employees entitled to FPTCare insurance

Employees who signed the first Labor contract with the University will be entitled to buy FPTCare insurance. The time of purchase is calculated from the effective date of the first Labor Contract.

#### 3.7.2.2. Insurance level

The level of FPTCare insurance is calculated according to the level of staff. The University pays 100% of the insurance cost for employees. If during the period, level of the staff increases or decreases, the insurance level and benefits will also increase or decrease accordingly.

#### 3.7.2.3. Card issuance

Employees are granted FPTCare cards right after the purchase (receive at Human Resources Department). FPTCare card is the basis for enjoying direct payment regimes when going to the inpatient medical examination at hospitals on the list as prescribed by insurance agencies.

#### 3.7.2.4. Right

To be paid the actual expenses for accidents or health and physical problem according to the level of insurance for each staff level.

To be paid an allowance for the days at hospital due to illness, accident, maternity (based on the hospital exit document).

To be paid a compensation if he/she unfortunately dies due to accident or health reasons.

The level of compensation depends on the provision for each officer level.

#### 3.7.3. Allowances

- Travel allowance: For employees working at the University office and far away from the city center, the University provides shuttle vehicle for workers. In addition, depending on the traffic of each city, the University decides to pay one part or all of the travel expenses for staff only due to remote work away from city center.

- Gasoline allowance: Depending on the requirements of each job title, the University decides to pay a part or all of the petrol cost for employees.

- Telephone allowance: Depending on the requirements of each position, the University decides to pay one part or all of the phone charges for employees.

- Technology allowance: 200,000 VND / month as technical allowance to employees using personal laptops in work instead of the University's computers.

- Other allowances: Depending on the request of the employees' job title and every operation duration, the University decides to pay one part or all of the allowances for them.

#### 3.7.4. Other benefits



In addition to social insurance, health insurance, vacation regime and FPTCare program, employees also enjoy other welfare regimes such as:

- Preferred prices for purchasing and using services of FPT (Reducing tuition fees for employees themselves, for relatives attending FPT University, depending on the policy of each year).
- Activities for personal development and family care such as: training, Labor Union activity, General Assembly, Party' activities, Women Union, etc.
- Uniform allowance: For those who are in the position of Enrollment staff, Security, Cleaning, technical staff, etc.

### **3.8. Leaves**

#### **3.8.1. Holiday leave**

- Annually, employees are entitled to take leave and enjoy full payment for the following holidays:

- + Calendar New Year: 01 day (January 1st);
- + Lunar New Year: 5 days according to the regulations of the State, the extra days are prescribed by the University each year);
- + Hung Kings' Festival: 01 day (March 10th of the Lunar calendar); Reunification Day: 01 day (April 30);
- + International Labor Day: 01 day (May 1);
- + National Day: 02 days (September 2 and 01 day immediately before or after);
- Employees who are foreign citizens working for the University in Vietnam, except for the holidays mentioned above, will be entitled to one additional day of the national traditional Tet holiday and 01 National Day of their country.
- If the above holidays are at weekends, the employees will be compensated on the next day.

#### **3.8.2. Annual leave regime**

- Employees who sign a Labor Contract with full 12 months of working at the University are entitled to annual leave and full payment as follows:
  - + For normal employees: 12 days
  - + For employees with disabilities: 14 days.
- Employees who work for every 05 years at the University, the number of annual leave days is increased by 01 day.
- Employees who have worked at the University less than 12 months in the year the total number of leave days in that year is calculated according to the number of months worked.
- Employees can use annual leave for many times a year. Before taking leave, employees need to submit the leave form or make a leave request on PeopleSoft software of HR Department and get approval from the head of Department.
- Employees who have worked at the University for 12 months or more may advance the holidays in the year but must not exceed the total number of leave days in that year if the University agrees
- In case the employee terminates the labor contract with the number of leave days exceed the annual leave due to advance leave, he/she must return the salary for those advance leaves.

- In case the employee has demand for annual leave but at the time of leave, the University cannot arrange for employees to be off work, due to work requirements, two Parties will agree to transfer number of days off to the end of the first quarter of the following year.

- Employees who do not use annual holidays will not be paid for the unused leaves of that

- In case the employee terminates the Labor Contract but has not used up the annual leave according to regulations, he/she will be entitled to the rest of the annual leave before stopping working.

### 3.8.3. Marriage leave, Funeral leave

Employees are entitled to leave of marriage and Funeral leave as follows:

- His/ her marriage: 3 days off for full payment

- His/ her children get married: take 01 day off for full payment.

- Marriage of his/ her parent/ siblings: leave for 01 day without payment

- Parents, parents in law, death of spouse/ children: 03 days off for full payment.

- Death of grandparents/ siblings: 01 day off without payment.

### 3.8.4. Unpaid leaves

The University considers for employees who sign a Labor contract with a term from 12 months to 36 months, the indefinite contract to have an unpaid leave to allow employees to solve family or personal problems at a certain period that does not affect the University at the time of employee's leave or later.

The University only considers and approves the unpaid leave for a maximum of 01 month.

In case the employee does not take unpaid leave at the time of the contract is about to expire, the University only considers and approves the unpaid leave from the leave application time to the contract expiration date.

In case the employee has unpaid leave for more than 14 working days in a month, the employee shall not be entitled to allowances for the work, the welfare regime of the University and shall not be entitled to seniority.

### 3.8.5. Social insurance leave

Types of leave for social insurance, such as taking antenatal care, maternity leave, miscarriage leave, leave for sick child care or sick leave, are detailed information on the regulations on resting regime at <http://vanban.fpt.edu.vn/>.

### 3.8.6. Summer vacation

Every year, the University determines the number days of summer holiday for employees and the number of days off is not deducted on annual leave. In case, the employees do not take part in the vacation during the summer vacation as prescribed, the number of days off shall not be added to the annual leave of that year.

Vacation duration: 01 week (Specific break time is defined by the University according to the annual calendar).

Conditions and norm for vacation time during the summer break for each employee are regulated annually by the University. Employees are entitled to full salary during this leave.

In special cases, due to the nature of the work, the employees must work during holidays, in addition to being entitled to 100% salary and vacation regime for themselves (if any), Employees are paid a sum of money calculated as follows:

The amount of compensation = The planned monthly salary / number of working days of the month of the vacation \* The number of working days \* 100%.

#### 3.8.7. Retired from the founding day of FPT Corporation- September 13th

All employees are off on September 13th to participate in sports, cultural and music activities organized by FPT Corporation and entitled to full payment (specifically according to the festival schedule of September 13 each year).

In case employees do not participate in activities to celebrate September 13 th, they still go to work normally. If they do not attend the commemorative activity and do not go to work, it shall be considered as unpaid leave.

### **3.9. Domestic and Foreign business trip regime**

Employees on business trips need to know the regulations of the University and the Department on Finance and working expenses. For more detailed information, contact the Accounting Department, or Administration Department, or a Direct Supervisor. Employees are entitled to full payment during the business trip time.

#### 3.9.1. Domestic business trip allowance

Employees who go on domestic business trip (including contract implementation, meetings, conference, marketing, working with customers, branches or partners, ...) shall be paid by the University on the business trip expense including transportation, accommodation and business trip allowances as prescribed by the University.

Detail of Regulation on domestic business trip fee regime, see document 06-QD/NS/HDCV / FPT on <http://eiso.fpt.com.vn>

#### 3.9.2. The Business-trip allowance regime when going abroad

For employees when going on business trip in foreign countries for short-term work, if it is not covered by a client a part or all expenses such as meals, accommodation, travel, etc, then it shall pay by the University based on FPT's working regulations. For detail of regulations, see 04-QD/NS/HDCV/FPT on <http://eiso.fpt.com.vn>

### **3.10. Overtime**

The nature of the job may require employees to work overtime to ensure the correct schedule and progress. The department needs an approved overtime plan. The University considers and arranges compensatory leave and pays the salary for working overtime.

### **3.11. Discipline**

Employees violating labor discipline, depending on the extent of the violation, will be fined in accordance with provisions of the University and the Labor Law.

All staff in the University are responsible for detecting and notifying the personnel on the wrong and disciplinary actions of colleagues.

### **3.12. Changing position**

#### 3.12.1. Mobilization

The University can conduct staffing mobilization based on development objectives, needs of training activities and their capacity.

#### 3.12.2. Changing position as per demand

- All employees have the right to apply for internal transfer within the University when they see another position more suitable to them. However, the transfer must be approved by the person in charge of the reception and the transfer units.
- Employees who wish to transfer the work must not affect the operation of the department and may be subject to appropriate compensation for the Department due to the transfer.

### **3.13. Work evaluation**

On the annual summation occasions, employees must participate in assessing work performance, results of completing personal skills, contributing to improving the University's capacity, level of spiritual activities, as well as planning for next year.

The checkpoint is directly implemented by staff and direct Supervisor and the final result will be confirmed by Senior Management level. The direct Supervisor shall base on the plan and situation of actual employees' performance - in terms of quantity, quality, attitude - to have the right assessment and suitable advice for the staff in the next period. Checkpoint should be used as a main tool for personal planning in the department's and University's general plans.

Evaluation results will be an important factor to consider the increase in salaries, bonuses, promotions as well as the downgrade or resignation of employees.

### **3.14. Promotion - appraisal**

All staff in the University who have full capabilities and qualities and standards suitable to the needs of the University, can be trained and fostered and introduced by managers into those positions.

Promotions are decided on the basis of colleague opinion. Employees considered for promotion must have at least 01 year of working at the University (except for special cases approved by the leaders) and approved by a majority of the staff participating in the poll.

### **3.15. Training**

#### 3.15.1. Employee's right to training

The University encourages and facilitates staffs to cultivate knowledge, skills at work and society. With effort that every employee is trained at least once a year about orientation training for the current job.

The staff are facilitated by the University to participate in training of appropriate knowledge and skills, with the aim of improving work efficiency.

Employees have the right to register for the types of training that they find necessary for their work, and have the right to request the University to support them for fees. Depending on the level of meeting the job requirements, the University can support a part or all of the course fee. Types of training include long-term, long-term, domestic or overseas courses, intensive study or on-job training, at class, online, or self-study through books, certificate exams and other forms.

### 3.15.2. Sending staffs for doctoral training

Implementation of the regime for sending staff for training as follows:

1. Regime: Total support for sending staff to get a doctoral degree is not exceeded 200 million VND, specifically as follows:
  - Entitle to 40% of salary according to the salary stated in the labor contract. In addition, they are entitled to remuneration for the work performed during the training period (if any)
  - Be entitled to participate in compulsory insurance during the training period.
2. Duration for entitlement of the regime: based on actual training time but not exceeding 03 years.

### 3.15.3. Compensation for training costs

#### 3.15.3.1. *The staff who is sent to training must compensate for training costs in case:*

In case 1: The staff during being sent to training, voluntarily quit their jobs or unilaterally terminate the labor contracts.

In case 2: The staff who is sent to training after being sent to training and back to work but voluntarily quit and unilaterally terminate the contract or have no renewal contract.

In case 3: The staff who is sent to training after being sent to training and back to work but not yet finished the required working time and voluntarily quit or unilaterally terminate the contract or have no renewal contract.

#### 3.15.3.2. *How to calculate compensation cost*

If the staff is in case 1 or 2, the work contract must compensate 1.5 times of the training costs.

If the staff is in case 3, he/she must compensate 1.5 times for the training costs corresponding the working time that he/she has not been fulfilled the commitments.

Detail of Regulation on sending staffs for doctoral training and compensation for training costs, see document the Decision No. 1393/QD-DHFP dated December 23rd 2020 promulgated by Rector of FPT University at <http://vanban.fpt.edu.vn>.

## 3.16. Encouragement of scientific research

In order to encourage and promote scientific research, the University has the following policies:

### 3.16.1. Bonus for scientific research

- Bonus policy for staffs, lecturers and students with published research on Scientific Journal, Conference proceedings and Book chapters (herein after referred to Scientific Journal) under the ISI or Scopus index. The reward level for each research project ranges from 20 to 60 million VND, according to the Q classification of Scimago Journal Rank. If each journal belongs to different disciplines, the rewarded research project is the average of the classification.
- The policy of awarding staffs, lecturers and students with scientific articles to be published in domestic journals and yearbooks stipulated by the Council of State Professor Titles. The standard bonus for each scientific article is score\*VND 5 million.
- Bonus also depends on the number of authors participating in the scientific article and the number of managing units recorded in the scientific article. The rewarded scientific article must have the name of the managing unit, FPT University.

#### 3.16.2. Bonus for Patents

- Bonus policy for staffs, lecturers and students with technological inventions that earn exclusive patents or patents for utility solution after December 31st 2019. Each solution can only be awarded once, even if it is earned a patent in different organizations or countries.
- The reward level for each technological inventions earn exclusive patents or patents for utility solution ranges from 5 to 60 million VND according to its own criteria.
- Bonus also depends on the number of inventors involved in the technological solution patent. The rewarded technological inventions that earn exclusive patents or patents for utility solution must have the name of the managing unit, FPT University.

#### 3.16.3. Bonus for Citation Count

- Bonus policy for staffs and lecturers have citations found in Scopus and Google Scholar (GS).
- The reward level is based on Scopus and Google Scholar citation-based counts, ranging from 2 to 20 million VND.
- Bonus for citation count for staffs and lecturers must have the name of the managing unit, FPT University in Scopus and Google Scholar and ISI/Scopus scientific researches awarded by the university in the last three years.

Detail of Regulation on rewarding scientific research, see document the Decision 1097/QĐ-ĐHFPT dated October 20<sup>th</sup> 2020 at <http://vanban.fpt.edu.vn/>.

### **3.17. Email and Internet access rights**

Each employee is provided with an account to use the Internet, an email account is provided for communication at work, and log in the internal pages of the University. Specifically, the account of each employee will be provided by HR department when starting work. During the working period, if there is a problem related to the account of the employees, please contact Human Resources for assistance.

### **3.18. Health safety rights**

All employees are responsible for participating in the annual health examination organized by the University.

The newly recruited staff member, the visiting lecturer before signing a contract with the University, must have a medical examination at a licensed medical facility and have sufficient proficiency and be confirmed to be fit to work.

### **3.19. Personal information**

Employees are responsible for providing this personal information and updating it in a timely manner. The University ensures the confidentiality of private information in employees' personal information.

When the staff leaves the University, the Human Resources department will return all the resume and copies of diplomas and personal certificates submitted after the staff has completed all necessary procedures.

### **3.20. Social and political organizations**

Employees have the right to participate in FPT's political and social organizations in accordance with the Law, including the Communist Party of Vietnam, Ho Chi Minh Communist Youth Union and FPT University Labor Union.

In addition, professional associations, clubs or hobbies operating within FPT's management are organized under the FPT Association.

### **3.21. Voting for reward**

Every year the University allows the voting to reward employees and collectives with advanced and outstanding achievements at the University and Group level. There are also vertical rewards for employees of functional departments.

## **4. OBLIGATIONS OF LABORERS**

Employees commit to strictly comply with the University's Regulations. The University encourages employees to read the Regulations on the website <http://eiso.fpt.com.vn> and <http://vanban.fpt.edu.vn> and other communication channels.

### **4.1. Compliance with behavioral culture rules**

4.1.1. Employees of FPT University are responsible for following the rules of conduct

For partners - mutual, solidarity

For everyone - humility, politeness

Do not cause disunity

Do not offend others

Do say or write bad words in public places

4.1.2. Standards of conduct in the University

Civilization

+ Humility, gentleness in behavior. Against all arrogant, boastful attitudes.

- + Courtesy, politeness in dressing, words, gestures, actions everywhere, at any time. Respect and polite with older people, yield, help women and younger people.
- + Caution when representing organizations to communicate with the press, television, etc. Information; speeches must be accurate and in the right manner.
- + In relation to foreigners, respect and understand their cultural differences and need to have appropriate and civilized behaviors.
- + Resisting acts of non-cultural behavioral communication such as using bad words in meetings or in documents dealing with transactions with a large number of people, especially on the information media of FPT University such as Internal newspaper, email, web and in festivals, collective activities
- + Respect for the order in the organization, respect discipline of the University, work according to the assigned authority, ensure the system of the organization. Self-discipline of University regulation.
- + Respect and protect the history, communication, beliefs, achievements and values of the organization.
- + Grateful to those who have built the University, customers who have made great contributions to the development of FPT University.

#### Self-respect:

- + To be honest. Resisting all manifestations, conceal the truth or give false information, cover for bad or wrong things.
- + Have high self-esteem, have the will to develop by their own abilities and contributions. Resisting the sycophantic attitude, behavior to Supervisors for personal purposes.
- + There is a demanding attitude. Always being eager to learn other people's knowledge, experience and skills. Not be conservative, ready to correct mistakes.
- + Protect the prestige of the school everywhere, at any time. Always do your best to fulfill your commitments and promises.

#### **4.2. Information Security System**

Don't use or test any form of hacker software in the University. The installation and use of software for computers used in the University must be in accordance with the regulations or through the Information System management staff.

Any unauthorized access to the University's data and other individuals in the University is prohibited, including electronic correspondence, text files, data tables and other types of software and data.

It is prohibited to copy, send or spread any internal information outside without permission.

It is strictly prohibited for employees to lend their accounts to outsiders to access the University and FPT's internal network.

The staff is responsible for protecting and not exposing passwords to FPT's internal networks at FPT level, University level and Division level. Individuals should change their passwords to the network regularly to ensure safety (at least every 60 days).



Employees are responsible for using anti-virus software in accordance with the information system management guidelines to ensure the security of personal computers and intranets.

#### **4.3. Security system Security**

Employees are responsible for complying with state laws and internal solidarity protection as a core element to ensure University security.

Staff in communication need to be humble, respect everyone, to be fair in competition, absolutely not cause resentment.

#### **4.4. Use intellectual products**

Intellectual products FPT University: are all products made by FPT University staff considered to be owned by FPT University.

Employees are not allowed to arbitrarily copy or use the following intellectual products of the University without permission from those who have the authority:

- + Software products made for customers (including survey documents, design analysis, design documents, product modules, user guides, etc.);
- + Design/solutions, installation/deployment processes for each product line or for each customer and related documents;
- + Reports or reports on solutions/designs developed by research and development.

Employees (even when they have quit their jobs) illegally copy or use the University's intellectual products will be subject to the highest level of discipline, must compensate the University for the damage caused by the above behavior, and may be prosecuted under the Law. In addition, to copyrighted products, employees violating copyright regulations will bear civil liability under the Law.

The University does not protect and compensate its employees in cases of copyright infringement if this offense is intentional by the employees.

#### **4.5. Process for Internal Information Management**

Internal information includes:

- Confidential information is important and confidential information of the university such as strategy, training development plan; marketing strategy/plan; information about M&A activities; tuition policy; personnel policy; data on collection and personal data of faculty members; financial data of the university and customers; contracts and agreements with customers, partners are not allowed disclosure permission.
- Information circulated internally is information compiled and created for the purpose of being used by employees in the university and used within the university such as the phone directory, the university's quality policy and management system, the rules, regulations, training documents, organization chart, etc.

All employees are responsible for ensuring confidentiality and protecting internal information from unauthorized access, use, disclosure, damage or destruction.

When receiving requests from customers, partners, suppliers, etc to provide the university's internal information or using this information in reports, research, projects, theses, etc that is used outside the school premises, staff and faculty must notify the authorized person to review and approve before providing or publishing it.

If an employee publishes the university's internal information without permission, he or she is responsible for immediately deleting it.

Employees are allowed to share and use public information on mass media such as official the university's websites and fan pages, Chungta.vn, etc.

Handling of Violations is according to Articles 7, 8, and 9 Part III, Regulations on task delivery, reporting and compliance discipline of FPT (detail of regulations, see document the Decision No. 165/2019/QĐ-HĐQT dated October 1<sup>st</sup> 2019 at <http://eiso.fpt.com.vn>) and the University's Labor Regulations. For detail of Regulations on issuing process for internal information management, see document the Decision No. 19/QĐ-ĐH FPT dated August 12<sup>th</sup> 2020 at <http://vanban.fpt.edu.vn/>.

#### **4.6. Comply with professional ethics rules**

##### **4.6.1. General principles**

Employees are responsible for ensuring their activities comply with the law as well as the regulations of the State and the University.

The University respects and treats equally with all its employees. The school ensures employees a safe and convenient working environment.

Employees are responsible for working hard and honestly for the benefit of the University.

##### **4.6.2. Limited behavior**

Employees are not allowed to take advantage of their position at the University or the University's image to seek personal gain or privilege to benefit individuals or their relatives.

Employees must not participate in business activities outside the University's activities in any of the following cases:

- + Such activities use the University's property or information.
- + Those activities use the position and working relationship of the staff at the University.
- + Activities that take place during working hours of staff at the University.

Employees (not including visiting lecturers) must not work, collaborate, participate in investment or have financial benefits in organizations and groups that have relations with the University such as competitors, customers, suppliers School grants unless agreed to in writing by the School Management Board. In case the employee has direct relatives are: father, mother, wife, children, siblings working in the above-mentioned organizations and collectives, it is the responsibility of notifying the leadership of the department or school.

Employees must not disclose the information they have obtained through their working position at the University including information, partners, customers of the University to take benefit for individuals, their relatives or any item any other purpose affects the University's

benefits. In mandatory cases, information disclosure must be approved by the School Management Board.

#### 4.6.3. Regulations on receiving gifts

##### 4.6.3.1. Increase gifts for organizations

In the course of operation, the staff can represent on behalf of the department, University receives gifts from partners, customers ... for the University. In this case, the staff must be responsible for returning to the University and reporting to the leaders for treatment.

##### 4.6.3.2. Gifts for individual

Employees or relatives of employees are not allowed to receive personal gifts in any form for the purpose of changing the decisions of such employees or making decisions that are not conducive to the operation of the University.

Employees must not take advantage of their position or influence of the University to force other subjects to give gifts to themselves or their relatives.

For items donated in kind valued from 100,000 VND (One hundred thousand dong) or more, employees must return to the University within 24 hours from receipt.

## **5. WORKING REGULATIONS**

### **5.1. Working time**

The university regulates the working time by week. The standard for full-time staff and faculty is typically 44 hours a week and not exceed 10 hours a day. The working time of the University is from 8:00 to 12:00 and from 13:30 to 17:30, daily from Monday to Saturday morning. Changes to the beginning or end of the working time will be notified to the employee at least 1 day in advance. Due to work requirements, the staff can withstand the abnormal movement of the parts when necessary.

Employees at Hoa Lac Campus work 40 hours a week, particularly from 8: 15 to 12: 00 and from 13:00 to 17:15 days from Monday to Friday.

Employees who plan to leave their jobs or go late must obtain prior approval from the direct manager. When an unexpected leave or tardy leave must be notified in the first 30 minutes in the morning of the first leave day and with the consent of the manager.

Unsuitable leave or informal leave will be considered unexcused. Those cases of leave will be the basis when assessing the work, bases to consider signing the law, even if the offense is serious.

In some special cases, due to the nature of the work or the needs of the department / unit, the University may apply flexible working time. Employees who apply flexible working hours may not comply with the regular work schedule, but must still work 8 hours a day and 44 hours a week.

### **5.2. Costumes and staff cards**

Employees must dress neatly, ensure hygiene, culture and beauty, especially when interacting with customers.

Employees are issued employee cards. Employees are responsible for preserving and presenting the card in necessary cases.

### **5.3. Working environment**

The school ensures that every employee can work in a healthy, open environment, without adversely affecting the work. The school ensures to provide adequate facilities, hygiene and safety for employees in accordance with the provisions of the State.

Employees must actively ensure their own health. Within its scope, the University assists its staff in regular or irregular medical examinations.

### **5.4. Guest reception at working place**

During working hours, employees should only receive guests for purpose of work.

Employees are encouraged to use the guest rooms of the school to receive guests. In that case, the scale is pre-registered with the Administration Department.

If the guest has an attitude or behavior that is not righteous or worthy of suspicion, employee is responsible for promptly informing the school guard to take appropriate actions.

Employee and receptionists need a polite attitude, welcoming and respecting the guests of the University.

### **5.5. Internal communication**

Employees who communicate internally need to comply with the following requirements:

- Monitor and implement changes or new regulations notified by the University on internal information channels such as email, network, newsletter, bulletin board.
- Check personal email in regular working days, respond to urgent emails within 8 hours.
- When participating in the media in the school (such as sending email to general mailboxes, Web sites), employees need to have proper style, clear, respect for people and culture of the school.
- In daily communication, should respect and have the right attitude with their superiors and colleagues.

### **5.6. Facilities using**

- Employees are not allowed to use the school's assets such as scanners and phones for private business.
- Do not use the Internet for bad purposes that violate the customs and habits of the nation, violate national security.
- Turn off the computer when it is no longer in use. Turn off electricity and lights if it is the last person to leave.
- Saving printing paper, stationery.
- Do not bring the property of the department out without consent of the office manager.

- When borrowing books at the library, employees must register and return on time. Being conscious of preservation and conservation of library materials.

### **5.7. Work at customers, partners and other places**

Employees must be aware of its ambassadors when interacting with the outside, especially with customers and partners. Always pay attention to preserve and increase the prestige for the University.

When working elsewhere due to work needs, employees must actively explore and strictly abide by local regulations and rules. In case of difficulties, please talk to the person in charge or personnel.

### **5.8. Disciplinary Compliance**

Employees need to respect and comply with all written / verbal regulations on hygiene, general order, occupational safety, fire prevention and fighting, and neatness at the workplace in particular and in office in general.

At noon or hour break, the scale staff arranged the work table, locked the working cabinet carefully. Employees are aware of keeping personal belongings and documents at work.

Do not smoke, drink alcohol in the office.

Do not curse, fight and cause disorder in the school.

Strictly prohibit stealing, cheating behaviors in the workplace in any form. If the violation will be punished, even fired.

### **5.9. Discipline violation**

Employees violating the following are subject to disciplinary action: failing to comply with the regulations, working rules of the University, violating policies, failing to fulfill the obligations of employees, having non-compliance or against the direct manager, Department Heads, or School Management Board, etc.,

Depending on the nature and severity of the violation, the university may apply disciplinary measures such as: making blame, warning letters, deduction of wages, demotion or wage reduction and heaviest layoffs. The discipline will be notified to the offending staff before the announcement and implementation.

***The above are some useful information provided in order that you can integrate quickly into new working environment. If there is any information to be clarified, do not hesitate to contact your direct manager or the human resources department for answers.***

***Wish you soon integrate into the FU family!***

Table of Contents

- 1. GENERAL INTRODUCTION ABOUT FPT UNIVERSITY ..... 1
  - 1.1. Mission, vision, educational philosophy and culture ..... 1
  - 1.2. Organization chart ..... 2
- 2. LABOR CONTRACT ..... 3
  - 2.1. Recruitment ..... 3
  - 2.2. Regulations on Labor contracts ..... 3
  - 2.3. Regulations on visiting contracts ..... 3
- 3. INTERESTS OF LABORERS ..... 3
  - 3.1. Levels of staff ..... 3
  - 3.2. Income structure of employees ..... 3
  - 3.3. Monthly salary ..... 3
  - 3.4. Monthly salary of lecturers ..... 4
  - 3.5. Adjustment of monthly salary ..... 4
  - 3.6. Bonus for the 13th month salary ..... 4
  - 3.7. Benefits ..... 5
    - 3.7.1. Vacation ..... 5
    - 3.7.2. Healthcare insurance - FPTCare ..... 5
    - 3.7.3. Allowances ..... 6
    - 3.7.4. Other benefits ..... 6
  - 3.8. Leaves ..... 7
    - 3.8.1. Holiday leave ..... 7
    - 3.8.2. Annual leave regime ..... 7
    - 3.8.3. Marriage leave, Funeral leave ..... 8
    - 3.8.4. Unpaid leaves ..... 8
    - 3.8.5. Social insurance leave ..... 8
    - 3.8.6. Summer vacation ..... 8
    - 3.8.7. Retired from the founding day of FPT Corporation- September 13th ..... 9
  - 3.9. Domestic and Foreign business trip regime ..... 9
    - 3.9.1. Domestic business trip allowance ..... 9
    - 3.9.2. The Business-trip allowance regime when going abroad ..... 9
  - 3.10. Overtime ..... 9
  - 3.11. Discipline ..... 9
  - 3.12. Changing position ..... 10

3.12.1.	Mobilization.....	10
3.12.2.	Changing position as per demand.....	10
<b>3.13.</b>	<b>Work evaluation.....</b>	<b>10</b>
<b>3.14.</b>	<b>Promotion - appraisal.....</b>	<b>10</b>
<b>3.15.</b>	<b>Training.....</b>	<b>10</b>
3.15.1.	Employee's right to training.....	10
3.15.2.	Sending staffs for doctoral training.....	11
3.15.3.	Compensation for training costs.....	11
<b>3.16.</b>	<b>Encouragement of scientific research.....</b>	<b>11</b>
3.16.1.	Bonus for scientific research.....	11
3.16.2.	Bonus for Patents.....	12
3.16.3.	Bonus for Citation Count.....	12
<b>3.17.</b>	<b>Email and Internet access rights.....</b>	<b>12</b>
<b>3.18.</b>	<b>Health safety rights.....</b>	<b>12</b>
<b>3.19.</b>	<b>Personal information.....</b>	<b>13</b>
<b>3.20.</b>	<b>Social and political organizations.....</b>	<b>13</b>
<b>3.21.</b>	<b>Voting for reward.....</b>	<b>13</b>
<b>4.</b>	<b>OBLIGATIONS OF LABORERS.....</b>	<b>13</b>
<b>4.1.</b>	<b>Compliance with behavioral culture rules.....</b>	<b>13</b>
4.1.1.	Employees of FPT University are responsible for following the rules of conduct.....	13
4.1.2.	Standards of conduct in the University.....	13
<b>4.2.</b>	<b>Information Security System.....</b>	<b>14</b>
<b>4.3.</b>	<b>Security system Security.....</b>	<b>15</b>
<b>4.4.</b>	<b>Use intellectual products.....</b>	<b>15</b>
<b>4.5.</b>	<b>Process for Internal Information Management.....</b>	<b>15</b>
<b>4.6.</b>	<b>Comply with professional ethics rules.....</b>	<b>16</b>
4.6.1.	General principles.....	16
4.6.2.	Limited behavior.....	16
4.6.3.	Regulations on receiving gifts.....	17
<b>5.</b>	<b>WORKING REGULATION.....</b>	<b>17</b>
<b>5.1.</b>	<b>Working time.....</b>	<b>17</b>
<b>5.2.</b>	<b>Costumes and staff cards.....</b>	<b>17</b>
<b>5.3.</b>	<b>Working environment.....</b>	<b>18</b>
<b>5.4.</b>	<b>Guest reception at working place.....</b>	<b>18</b>
<b>5.5.</b>	<b>Internal communication.....</b>	<b>18</b>



**5.6. Facilities using ..... 18**

**5.7. Work at customers, partners and other places ..... 19**

**5.8. Disciplinary Compliance ..... 19**

**5.9. Discipline violation ..... 19**