



EMPLOYEE HANDBOOK

*"Any success comes from two things:
Our Culture and Our People"*

*Presented by
HR Team*





AGENDA

*"Any success comes from two things:
Our Culture and Our People"*

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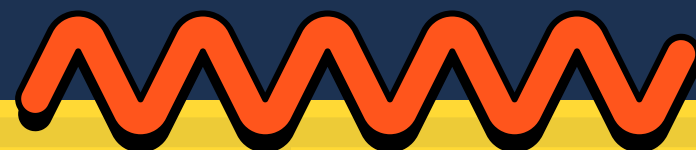
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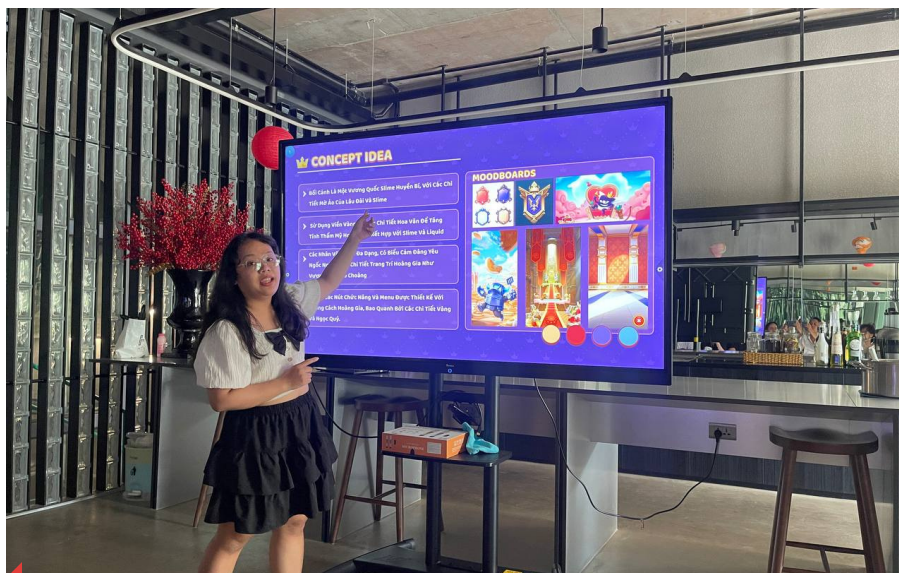


Hello!

Congratulations and Welcome to SunTek JSC.

We love to form a team, work with enthusiastic, creative people, and have a great learning attitude. We believe that what a strong group of people can accomplish together is much larger, far greater, and will exceed what an individual can achieve alone.

It's great to have you with us and wish you a successful journey.





★ OUR SUNTEK ★

SUPPORTIVE

Supports each other, not only within the team but also across different teams, to achieve both individual and collective goals in work and life.

UNIFIED

Unity in actions and thoughts to achieve common goals. We focus on a shared purpose

NURTURING GROWTH

Growth by Encouraging personal and professional growth of employees. SunTek is committed to providing an environment where everyone can continuously learn, improve, and grow.





★ OUR SUNTEK ★

TRANSPARENT COMMUNICATION

Transparent communication is the foundation of building trust. All information and decisions are openly shared to ensure everyone understands the situation and can contribute their ideas



EMPOWERMENT

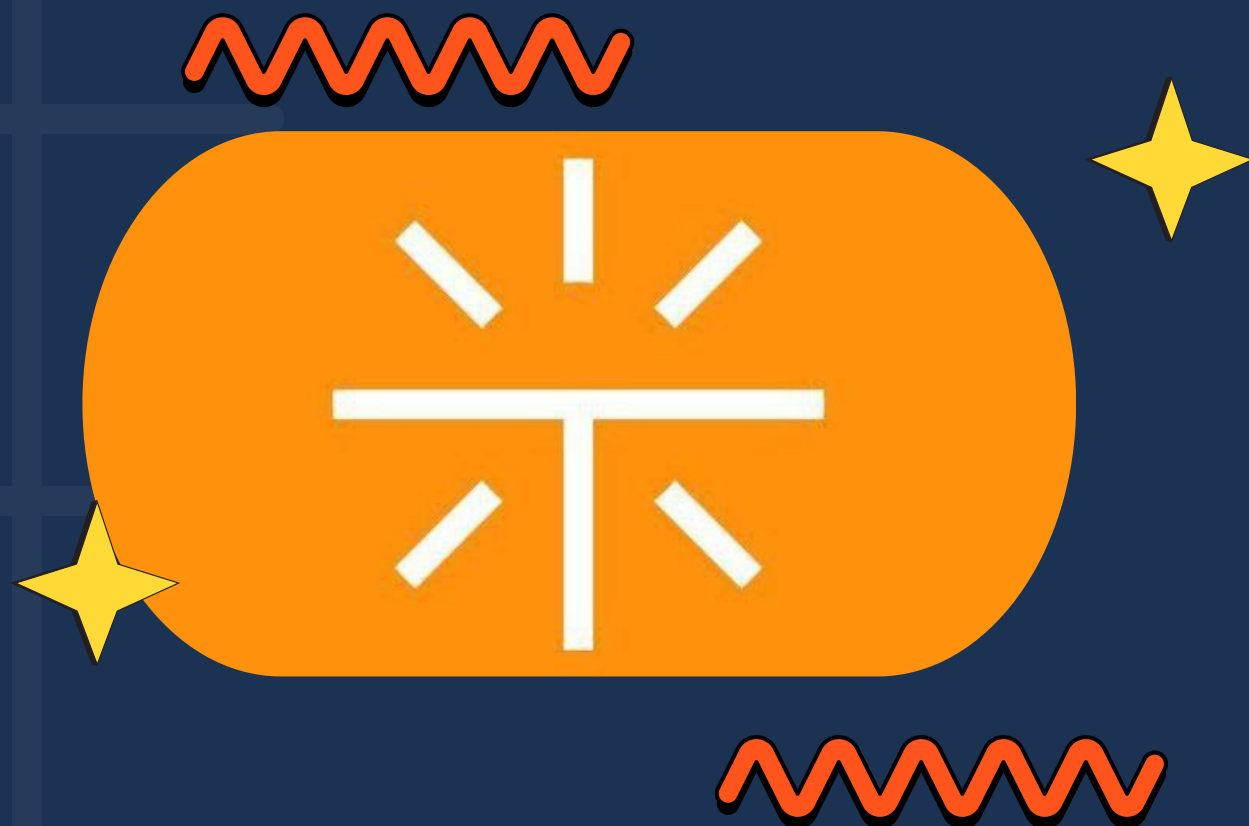
Empowering employees to confidently make decisions and perform their tasks. SunTek trusts and encourages each individual to unleash their full potential.

KEY OWNERSHIP

Be proactive, do not wait. Each individual takes full responsibility for their tasks, outcomes, and contributions, included proactively driving improvements and continuously seeking ways to add value. Every members is accountable for their results and actively contributes to the collective success of the team.



YOUR BENEFITS



HEALTHCARE

TRADE UNIONS

ENGAGEMENT

ANNUAL LEAVE

**TRAINING &
DEVELOPMENT**

**RECRUITMENT
REFERRAL**

OVERTIME



CODE OF CONDUCT

We take pride in our commitment to excellence and ethical behavior. Our Code of Conduct serves as a guide for all employees, outlining the standards of behavior, ethics, and integrity we expect from each member of our team.

Communication

Create a unified and seamless communication channel from leaders to employees. Avoid any bottlenecks or missed information in exchanges.

Open Mind

Be open in work, embracing new technologies and not hesitating to experiment.

Management

Manage time and progress effectively in both life and work to achieve goals.

COMMIT

Meticulous

Be meticulous and careful in your tasks to avoid repeated errors that waste time.

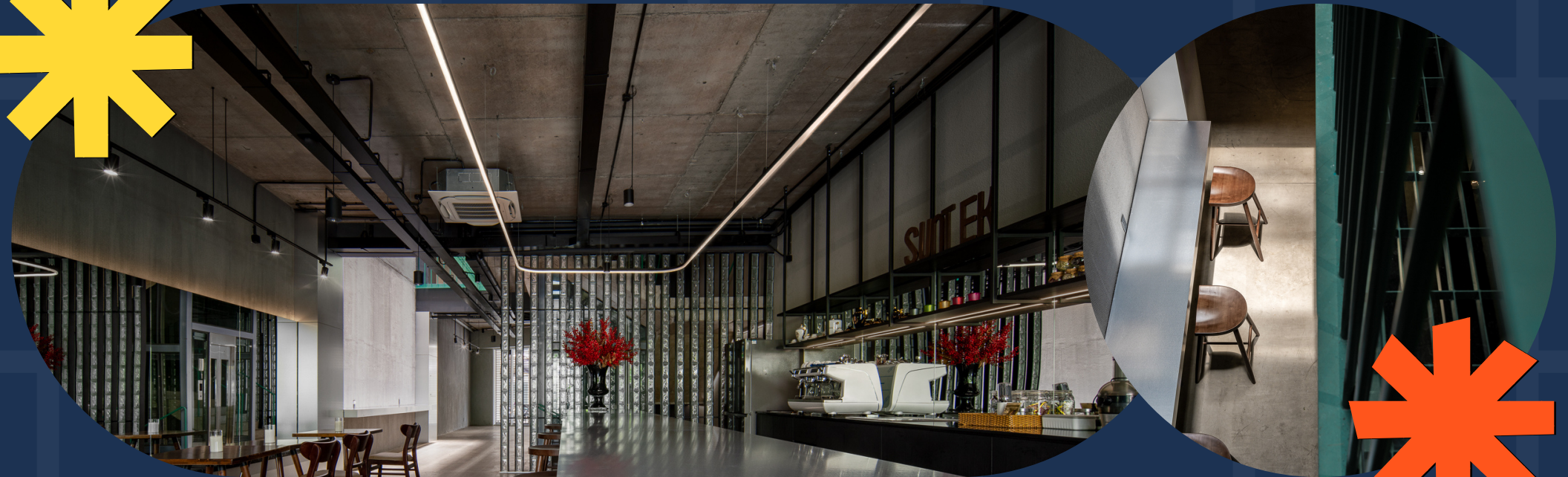
Intelligent

Work smarter, for example, by applying AI to improve work quality.

Transparency

Ensure information flows smoothly from leaders to employees.

HEALTH AND SAFETY



SAFETY CULTURE

We foster a culture of safety where every employee plays an active role in identifying and mitigating potential hazards.

REPORTING SAFETY

If you observe any unsafe conditions, hazards, or near misses, please report them immediately to your supervisor or the designated safety officer.

EMERGENCY PREPAREDNESS

In the event of an emergency, our team is well-prepared to respond efficiently and effectively.

SAFE WORK

All employees are expected to follow safe work practices and guidelines related to their specific roles.

REPORTING **PROCEDURE**

We are committed to maintaining a safe and ethical work environment. If you observe any behavior, incidents, or concerns that you believe violate company policies, ethical standards, or legal requirements, it is essential to report them promptly. Your willingness to report is crucial in maintaining our high standards.

DIRECTLY TO SUPERVISOR

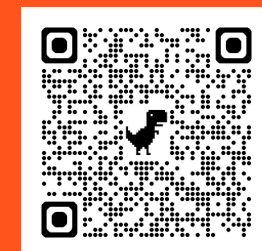
You can report concerns or issues directly to your immediate supervisor.

HUMAN RESOURCES

The HR department is available to address various concerns, including harassment, discrimination, or workplace issues.

ANONYMOUS REPORTING SYSTEM

If you prefer to report anonymously, we offer a secure reporting system where you can detail your concerns without revealing your identity.





RESOURCES



In order to help our employees thrive and succeed, SunTek JSC provides a wide range of valuable resources. These resources are designed to support your personal and professional growth, ensuring that you have the tools you need to excel in your role. Let's explore some of the key resources available to you:



- Training and Development Programs
- Employee Assistance Program (EAP)
- Employee Resource Groups
- Tuition coverage (>1 YoW)
- Travel to conferences





THANK YOU

☎ +849 11 87 88 55

✉ amy@suntekvn.com

🌐 www.suntekvn.com

