



## HATCH! VENTURES VIETNAM COMMUNICATION ON PROGRESS 2017

From June 2017 to June 2018

June, 2017

To our interested stakeholders:

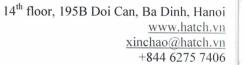
We are pleased to confirm that HATCH! VENTURES VIETNAM (HATCH!) reaffirms its support of the Ten Principles of United Nations Global Compact in the areas of Human Rights, Labour, Environment, and Anti-Corruption.

In this annual Communication on Progress, we describe our actions to continually improve the integration of the Global Compact and its principles into our business strategy, culture and daily operation; and to engaging in collaborative projects which advance the broader development goals of the United Nations, particularly the Sustainable Development Goals (SDGs).

**HATCH!** also commit to share this information with our stakeholders using our primary channel of communication.

Sincerely,

GIÁM ĐỐC Phạm Quốc Đạ*t* 





## HATCH! VENTURES VIETNAM COMMUNICATION ON PROGRESS 2017

	Assessment, policy and goals	Implementation	Measurement of outcome
	HATCH!'s policies support the	We base our hiring decision solely	In HATCH!, we monitor our
	Universal Declaration of Human	on skills, experience, and	growth not only in number, but
	Rights.	competencies of applicants.	also in at the scope of diversity
	tan sa	Selection criteria and procedures	that our organization covers. The
	All employees perform the work	are kept under review to ensure that	company comprises people from
	they do with full consent.	individuals are selected, employed,	various backgrounds, various
+	HATCH!'s employees sign	appraised, promoted and otherwise	cultures and various skillsets.
250	contracts that clearly state their	treated on the basis of their relevant	
	work hours, work load, and	merits, abilities and aspiration. All	HATCH! fosters a cultures of
	compensation.	employees are given equality of	respect and teamwork. Teams
HUMAN	and the second of the second o	opportunity and encouraged to	communicate constantly, for
RIGHTS	HATCH! is committed to uphold	process within the organization.	collaboration and for monitoring
	the rights and dignity of all its	and the second of the second	each other's work performance at 0,070
	employees through the creation of	of the state of th	workplace and compliance with co
	a work environment characterized		company policies. Each employed ATCH
	by professionalism, fairness,	The second secon	is free to voice any concern and VIE
	openness, trust and respect.	· · · · · · · · · · · · · · · · · · ·	resolve these issues with the
A			supervisors and/or with HR. In
			the same token, they are free to
			report any violations of company
			rules.
	75.		
	HATCH! believes that association	Compensation	HATCH! has not been involved
	and collective bargaining are		in any investigations, legal cases
	fundamental employee rights.	HATCH! pays all employees well	or other relevant events related to
*	Presently, HATCH!'s employees	beyond minimum wage, pursuant to	contravention of the Global
LABOUR	discuss work conditions,	local labour laws. Regular work	
	employees relations, and terms of	time does not exceed eight hours	Employees are given clear
	employment with their supervisors	per day, six days per week.	information regarding their
	and with HR. There is currently no	2	working hours and requirement,
	trade union at present, and the		and are free to make use of all



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company puts no ban on its establishment.

HATCH! upholds the elimination of forced labour. All HATCH! employees are compensated for the work they do, at rate and during hours that are agreed upon before they sign their work contract. All employees have freedom to end their employment at HATCH!, as long as they follow the clearly enumerated exit procedures in accordance with company policies.

HATCH! recognizes international and local laws on child labour. The company fully supports and implements these policies.

We ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, color, nationality, ethnic or national origin, marital status, sexuality, religion, political belief or disability; or be disadvantaged by criteria which cannot be shown to be justifiable in term of good employment practice.

Exit procedures

Employees who wish to resign must submit a letter of resignation dated at least 30 days before the effective date of resignation. They should address the letter to their supervisor and HR officer. That letter will be acknowledged with appropriate written acceptance upon recommendation of the manager concerned.

Standard exit procedure includes clearance from all departments, as well as an exit interview to ascertain reasons for leaving HATCH! and to determine areas of concerning needing management attention.

Age requirement

HATCH! ensures that all employees are of legal working age according to Vietnamese laws.

welfare facilities provided including teabreak areas, kitchen, and rest room, etc. HATCH! has not been subjected to any health and safety statutory notices or prosecutions in the last year.

HATCH! has employees working on both a full-time and parttime/flexible working basis and does not discriminate anyone on their job role, occupation or employment status.



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₹	HATCH! recognizes the need to be	Employees are often advised to	The company's environmental
~	environmentally responsible. As a	print documents only when	initiatives ensure a clean, green
100	growing company, HATCH!'s	necessary. If it has to, employees	and safe workplace; as well as
	current environmental actions are	are encouraged to print on both	lower consumption of printing
ENVIRON	small, yet precautionary and	sides. Sharing documents and	supplies and less solid waste.
MENT	concrete. With collaborative tools,	collaborating within teams are often	*
	the company's collaboration	done online, through Email, Google	
•	methods among internal teams and	Drive or Airtable.	
100	with customers are mostly		,
	paperless.		
	HATCH! hold its employees to the	At HATCH!, the accounting	HATCH! has not been involved
	highest standards regarding to	department maintain accurate	in any legal cases, rulings, or
	corruption in all its form. HATCH!	records which properly and fairly	other events related to corruption
	adhere to the Vietnamese Anti-	document all financial transactions	or bribery.
ANTI-	Corruption Law to maintain a strict	and auditors review financial	
CORRUP	ethics policy, and its financially	records annually.	
TION	audited regularly by an outsides		
	organization.	HATCH!'s policies have no	
10		tolerance for systematic corruption	
		or bribery that could be seen as	<b>\</b>
		malfeasance.	is list
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