



**HATCH! VENTURES VIETNAM
COMMUNICATION ON PROGRESS 2020**

#1305 Pacific Place Apartment,
83b Ly Thuong Kiet, Hoan Kiem, Hanoi
www.hatch.vn
xinchao@hatch.vn

	Assessment, policy and goals	Implementation	Measurement of outcome
HUMAN RIGHTS	<p>HATCH!’s policies support the Universal Declaration of Human Rights.</p> <p>All employees perform the work they do with full consent. HATCH!’s employees sign contracts that clearly state their work hours, work load, and compensation.</p> <p>HATCH! is committed to uphold the rights and dignity of all its employees through the creation of a work environment characterized by professionalism, fairness, openness, trust and respect</p>	<p>We base our hiring decision solely on skills, experience, and competencies of applicants. Selection criteria and procedures are kept under review to ensure that individuals are selected, employed, appraised, promoted and otherwise treated on the basis of their relevant merits, abilities and aspirations. All employees are given equality of opportunity and encouraged to process within the organization.</p>	<p>In HATCH!, we monitor our growth not only in number, but also in the scope of diversity that our organization covers. The company comprises people from various backgrounds, various cultures and various skill sets.</p> <p>HATCH! fosters a culture of respect and teamwork. Teams communicate constantly, for collaboration and for monitoring each other’s work performance at the workplace and compliance with company policies. Each employee is free to voice any concern and resolve these issues with their supervisors and/or with HR. In the same token, they are free to report any violations of company rules.</p>
LABOUR	<p>HATCH! believes that association and collective bargaining are fundamental employee rights. Presently, HATCH!’s employees discuss work conditions, employee relations, and terms of employment with their supervisors and with</p>	<p><i>Compensation</i></p> <p>HATCH! pays all employees pursuant to local labour laws. Regular work time does not exceed eight hours per day, six days per week.</p>	<p>HATCH! has not been involved in any investigations, legal cases or other relevant events related to contravention of the Global Compact Labour Principles. Employees are given clear information regarding their</p>



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	<p>HR. There is currently no trade union present, and the company puts no ban on its establishment.</p> <p>HATCH! upholds the elimination of forced labour. All HATCH! employees are compensated for the work they do, at rate and during the hours that are agreed upon before they sign their work contract. All employees have the freedom to end their employment at HATCH!, as long as they follow the clearly enumerated exit procedures in accordance with company policies.</p> <p>HATCH! recognizes international and local laws on child labour. The company fully supports and implements these policies.</p> <p>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</p>	<p><i>Exit procedures</i></p> <p>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.</p> <p>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 concern needing management attention.</p> <p><i>Age requirement</i></p> <p>HATCH! ensures that all employees are of legal working age according to law.</p>	<p>working hours and requirement, and are free to make use of all welfare facilities provided including break areas, kitchen, and rest room, etc. HATCH! has not been subjected to any health and safety statutory notices or prosecutions in the last year.</p> <p>HATCH! has employees working on both a full-time and part-time/flexible working basis and does not discriminate against anyone on their job role, occupation or employment status.</p>
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	to be justifiable in terms of good employment practice.		
ENVIRONMENT	HATCH! recognizes the need to be environmentally responsible. As a growing company, HATCH!'s current environmental actions are small, yet precautionary and concrete. With collaborative tools, the company's collaboration methods among internal teams and with customers are mostly paperless.	Employees are often advised to print documents only when necessary. Employees are encouraged to print on both sides. Sharing documents and collaborating within teams are often done online, through Email, Cloud or other online collaborative tools.	The company's environmental initiatives ensure a clean, green and safe workplace; as well as lower consumption of printing supplies and less solid waste.
ANTI-CORRUPTION	HATCH! hold its employees to the highest standards regarding corruption in all its forms. HATCH! adhere to the Vietnamese Anti-Corruption Law to maintain a strict ethics policy, and it is financially audited by an outside organization.	At HATCH!, the accounting department maintains accurate records which properly and fairly document all financial transactions and auditors review financial records annually. HATCH!'s policies have no tolerance for systematic corruption or bribery that could be seen as malfeasance.	HATCH! has not been involved in any legal cases, rulings, or other events related to corruption or bribery.