



THE SOCIAL POLICY ECOLOGY RESEARCH INSTITUTE – SPERI

SUPPLEMENTED REGULATION AND SANCTION

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The scope and object of the regulation

This Regulation aims to maintain and promote cultural behavior and friendly, sincere, open and transparent work within the organization, as well as with external partners. On the other hand, the Regulation shall prevent from, adjust those acts that are not suitable to coming up with good values: CHARITY – SINCERE - BEAUTY. People always feel confident and proud to live and work in such an environment stipulated by the mentioned rules;

The Regulation is applied to all staff, workers, students, volunteers, partners, visitors who come to work, visit and study in the office (Hanoi office, field offices) and the Farmer Field Schools (FFSs) belonging to the Social Policy Ecological Research Institute (SPERI).

Students

Regulation and sanction:

| Regulation | Sanction in case of violation |
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| No smoking | First time: pay a fine of VND 100.000; Second time: pay a fine of VND 100,000 + record and inform to the family; Third time: compel to stop study; |
| Wine, beer only drink at special occasions, new year festival, party organized by the school (self-produced wine + self-made wine in jar). | First time: pay a fine of VND 100,000; Second time: pay a fine of VND 100,000 + record and inform to the family; Third time: compel to stop study; |
| Do not drink to drunken (talk nonsense, cause disorder, badly affected others): this is also applied for the case of special occasions. | First time: pay a fine of VND 200,000; |
| Garbage: Classify into organic and non-organic garbage and gather to the right place. | Pay a fine of compulsory public work |
| Clean up bedroom and surroundings: make things tidy, lean blanket, pillow, mats, mosquito net regularly; clean surroundings of bedroom every week | Pay a fine of compulsory public work |
| Using telephone: Turn off/ deactivate mobile phone | Pay a fine of compulsory public |

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| during studying or community working time; students are encouraged to be free from using mobile phone; Homephone fixed at each students' room: do not remove and only use for calling within the region. | work |
| Watch television: Do not watch TV during working time or eating time at the ecological dining room; exceptional case is granted to watching documentary of 'Community Entrepreneur'. | Pay a fine of compulsory public work |
| Speaking: Do not talk perversely at HEPA. | Pay a fine of compulsory public work |
| Do not go out without plausible reasons. | First time: pay a fine of VND 500,000 Second time: compel to stop study |
| Overnight: Do not spend overnight at other places without prior consent of the school. | First time: pay a fine of VND 100,000 + record and inform to the family; Second time: compel to stop study; |
| Gambling, betting: Do not gamble, bet in all forms. | First time: pay a fine of VND 500,000 + record and inform to the family; Second time: compel to stop study; |
| Do not cause disruptive behavior, not break internal unity (fighting, annoy the dignity of others, provoking one another, envy) | First time: pay a fine of VND 500,000 + record and inform to the family; Second time: compel to stop study; |
| Use of motorbike: Do not use motorbike without consent of the responsible person (drive with sufficient driving license and helmet); | Pay a fine of compulsory public work |
| Sports: Encourage to play exercise in the morning and play sports (esp. Saturday, Sunday) | |
| Costumes: <ul style="list-style-type: none"> ○ Get traditional clothes on special occasions; ○ Get long dress (trousers, shirt with collar) during studying in classroom and community activities; ○ Do not wear shorts (above knee), or underwear to | Pay a fine of compulsory public work. |

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| <p>eat at ecological dining room;</p> <ul style="list-style-type: none"> ○ Store dry clothes tidily at the prescribed places (bags or wardrobe); ○ Wash and hang out clothes at the prescribed places; ○ Violation if wear shorts (above knee), or underwear to eat at ecological dining room | <p>First time: require to get clothes according to regulation; Second time: Pay a fine of compulsory cleaning the kitchen for a week.</p> |
| <p>Do not put the feet up the chair/ bench of the ecological dining room.</p> | <p>First time: reminding; Second time: Pay a fine of compulsory public work.</p> |
| <p>Hair: Do not cut unusual hair or barehead, do not dye hair, do not wear earrings</p> | <p>Pay a fine of compulsory public work.</p> |
| <p>Shoes, sandals:</p> <ul style="list-style-type: none"> ○ Take normal sandals, shoes during studying and practicing at the school, models; ○ Place shoes, sandals neatly, at right place. | <p>Confiscating.</p> |
| <p>Plastic bags: Restrict the use of plastic bags and such other industrial packaged foods as cake, candy, chewing gum and other industrial products.</p> | <p>Pay a fine of compulsory public work</p> |
| <p>Toilet: Always tidy, clean, available water (for septic-tank toilet), available fillers (for two-part toilet), available toilet paper.</p> | <p>Pay a fine of compulsory public work</p> |
| <p>Electricity:</p> <ol style="list-style-type: none"> 1. Do not abuse electricity for electric rice cooker 2. Do not abuse electricity for boiling water 3. Do not abuse electric fan after 00.00 am (midnight) | <p>Pay a fine of compulsory public work</p> |
| <p>Water system:</p> <ol style="list-style-type: none"> 1. Prevent from waste of water 2. Protect systems of pipeline and taps | <p>Self-fixing Without fixing, the pipeline shall be returned.</p> |
| <p>Production tools: Use with appropriate function and store at the right prescribed place.</p> | <p>Confiscating; Self-purchase for use.</p> |
| <p>Checking forest: Carry out according to planned schedules of the school.</p> | <p>Pay a fine of compulsory public work</p> |
| <p>Timing</p> | <p>Pay a fine of compulsory public work</p> |

Note: Sanction in case of violation are pay money for students, now we are change for Murching fruitree.

Elders, key-farmers, attendants

Regulation, sanction

Traditional costume: Include in the invitation letters the requirement to elders, key-farmers, attendants of taking and wearing traditional clothes;

Timing: Inform clearly time table of working, eating, resting time to all elders, key-farmers, attendants;

Support: must be notified in advance, particularly with the elders, key farmers, attendants according to the regulation of the Institute;

| Regulation | Sanction against violation |
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| Smoking, garbage: Staff who is in-charge of the delegation inform, guide elders, key-farmers, attendants to gather garbage at the right prescribed place | Deducted to the daily wage (if any, with VND 10,000/a violation) |
| Drinking wine: <ul style="list-style-type: none"> • Do not drink wine during working time, having breakfast or lunch. • It is possible to have wine at the dining (according to arrangement of the school). | Deducted to the daily wage (if any, with VND 10,000/a violation) |
| No-smoking areas: show place for throwing cigarette remaining. | |
| Gambling: Do not gamble. | Record and inform to public security and terminate cooperation |
| Do not put the feet up the chair/ bench of the ecological dining room. | Reminding |

Staff, workers, volunteers

Regulation, sanction

| Regulation | Sanction in case of violation |
|---|---|
| Do not smoke | VND 100,000/a violation |
| Wine, beer: only drink on special occasions, festivals, parties organized by the Institution. Drink home-made wine and wine, beer bought from trusted shops. | VND 100,000/a violation |
| Do not drink to drunken (talk nonsense, cause disorder, badly affected others): this is also applied for the case of special occasions. | VND 200,000/a violation |
| Garbage: Gather, classify organic and non-organic garbage at the right prescribed places. | First time: reminding Second time: pay a fine of VND 100,000/a violation |
| Clean up bedroom and surroundings: make things tidy, lean blanket, pillow, mats, mosquito net regularly; clean surroundings of bedroom every week. | First time: Reminding Second time: pay a fine of VND 50,000/a violation |
| Accommodation: Arranged by office manager. | VND 200,000/a violation |
| Eating place: at the ecological dining room (HEPA) and other dining room according to the arrangement of the office manager. | Prior inform to related persons in case of change of eating location |
| Watch television: Do not watch TV during working time or eating time at the ecological dining room; exceptional case is granted to watching documentary of 'Community Entrepreneur'. | VND 50,000/a violation |
| Sports: Encourage to do morning exercise and play sports (esp. on Saturday, Sunday) | |
| Hair, beard: tidy, do not cut unusual hair or bearhead | VND 50,000/a violation |
| Costume: Simple colour or material, suitable to working environment (office, farm model, community area); Do not wear shorts, underwear or naked at the ecological dining room | First time: require to get clothes according to regulation Second time: Pay a fine of cleaning the kitchen for a week. |

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| Do not put feet up the bench, chairs at the ecological dining room | First time: Reminding Second time: Pay a fine of VND 50,000/a violation |
| Gambling, betting: Do not gamble or bet at any forms | To be sacked and punished according to the law |
| Use of electricity: turn off all electric equipment if it is not in use. | First time: Reminding Second time: pay a fine of VND 50,000/a violation |
| Toilet: Clean after using, clean the surroundings of toilets every day. | First time: Reminding Second time: pay a fine of VND 50,000/a violation |
| Use of mobile phone, messages: - Do not use mobile phone during meeting, conference; ask for permission from chairperson and use phone outside meeting room in necessary case. Director board members and office managers should set up vibrating function during meeting; - Do not use individual phone during working time and travelling inside the Institute's car; do not use public phone for individual purposes; - Do not remove the public phone out of prescribed place. | VND 200,000 / a violation VND 100,000/a violation VND 100,000/a violation |
| Internet using: Do not misuse Internet/email during meeting, conference, training. | VND 1,000,000 / a violation |
| Enter and exit: - Close, lock gates after entering, exit; - Do not leave keys at the gates. | First time: Reminding Second time: pay a fine of: VND 50,000/a violation |
| Timing: - Late getting up without plausible reason in a month; - Late working time of more than 15 minutes, absent during working time without plausible reasons; - Absent before or late presence after weekend, holidays; | First time: Reminding Second time: pay a fine of VND 50,000/a violation. Pay a fine of VND 50,000/a violation. Pay a fine of VND 100,000/a violation |

Guest (of the Institute, of the staff)

Regulation, sanction

Comply with the provisions in the office and the prescribed regulation of the offices and FFSs. The responsible staff or staff having relative visitors shall have to introduce and guide regulation of the office and FFSs to visitors;

Staff having visitors should be approved by the field office manager. Regulation of grouping visitors shall be applied to a group of 5 people and more, who visit 2 days and more.

Eating and accommodation shall be arranged suitably by the office manager.

The responsible staff shall be fined according to the Institute's regulation and sanction in case of violations caused by related visitors.

Neighbouring people

Exchanges (on traditional holidays) with people of adjacent village 9, (suitable person is determined to involve in the exchange);

Close cooperation with local authorities, border army stations, village chiefs to:

- Maintain safety and order in all campus of offices, FFSs;
- Treatment of invasive, harmful actions against human and office properties, FFSs, staff, students and partners is under the Regulations and the provisions of law.