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| **[NAME OF THE COMPANY] \_\_\_\_\_\_** | **SOCIALIST REPUBLIC OF VIETNAM**  **Independence-Freedom-Happiness \_\_\_\_\_\_\_\_\_\_** |

**RESOLUTION  
EMPLOYEES’ CONFERENCE OF [YEAR]**

Pursuant the Labour Code 2019; Decree No. 145/2020/ND-CP dated 14/12/2020 of the Government providing details and guideline for implementation of some provisions of the Labour Code regarding work condition and labour relation; and

Pursuant to Decision No.: [●]/QD-, dated [●] of the Company’s director regarding the issuance of Grassroots democratic policy at the workplace;

At [hour] [minute], [date], at (conference location), [Company's name] organised the Employees’ conference of year [●]

Participants of the conference include:

1. Representative of the Board of Directors;
2. Representative of the Grassroots Trade Union’s Executive Committee;
3. Guest: The immediate upper-level trade union of the grassroots trade union (if any); and
4. And the presence of [●] delegates, representing the departments, branches, divisions, teams of the Company.

**EMPLOYEES' CONFERENCE OF [NAME OF THE COMPAY] OF [YEAR]**

**DECIDED THAT**

1. Agree to pass the Report on implementation of the Company’s business and production plan of [year]; Directions, missions, and plans for business and production of [year].
2. Agree to pass the Report of activities of the Grassroots trade union of [year] and directions for activities of [year].
3. Agree to contents being discussed and accepted in this Conference; amendments to the Company's internal policies or new drafts of collective labour agreement; voting of participants in dialogues, voting of people's inspection committee (if any) and other contents directly relevant to employees' right and obligation.
4. Assign the Board of Directors and Grassroots trade union’s executive committee to receive opinions from representatives; be responsible for implementation of contents passed by the Employees' conference.
5. Request all members and the employees to uphold their spirit of responsibility, respond positively to activities and competitions organised by the management and grassroots trade union committee in order to contribute to the success of the Employees' conference of [year].

The resolution of the Employees’ conference of [year] is passed by the conference and comes into effect as from the signing date.

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| **SECRECTARY** | **REPRESENTATIVE OF EMPLOYEES** | **DIRECTOR** |