

**NAVIGOS GROUP VIETNAM  
JOINT STOCK COMPANY**

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No.

101022/QCHD/VIETNAMWORKS

**SOCIALIST REPUBLIC OF VIETNAM  
Independence - Freedom - Happiness**

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**Ho Chi Minh city, October 10<sup>th</sup> 2022**

**OPERATION REGULATION OF WEBSITE PROVIDING E-COMMERCE  
TRADING SERVICE ON WEBSITE/APPLICATION  
WWW.VIETNAMWORKS.COM**

**I. GENERAL RULES**

Welcome to E-Commerce Trading Floor of Vietnamworks! Before using the Vietnamworks website that including services or tools, you must agree with the following Terms and Conditions of website: If you have any questions about these Terms and Conditions, please contact directly to Service team of E-Commerce Trading Floor of VIETNAMWORKS. The objective of this document is to set out the accept of Terms and Conditions between E-Commerce Trading Floor of Vietnamworks and users.

E-commerce trading floor of Vietnamworks has right to change, modify, add or remove any part of these Terms and Conditions, at any time. the changes take effect immediately when they are posted on a website without notifying in advance. Please check these conditions to update the changes. And when you continue to use the website after changing the Terms and Conditions posted, it means that you accept those changes.

When you visit the website of E-commerce trading floor of VIETNAMWORKS, users must be at least 18 years-old or access under the supervision of a parent or legal guardian. E-commerce trading floor of VIETNAMWORKS grants it's Member a non-transferable and voidable license to use the website under Conditions and Terms set out for the purpose of purchasing personal care products that sold in Website. It is strictly prohibited to use any part of this website for commercial purposes or on behalf of any third party without the written permission of E-commerce trading floor of VIETNAMWORKS. If

you violate any item of these terms and conditions, E-commerce trading floor of VIETNAMWORKS will cancel this license of the Member without notifying in advance. This website is only used to provide the information about product. Some relevant services and features may only show when they are registered. When Members agree to register the relevant services or features, they must provide authentication information about themselves and must update if there are any changes. Each user of the website shall be responsible for keeping secret their password and account identification information. Account holder shall be fully responsible for all activities that carried out under their username and password registered. Moreover, Members shall notify the E-commerce trading floor of VIETNAMWORKS when their account and password are accessed in an unauthorized manner. E-commerce trading floor of VIETNAMWORKS shall not be responsible, whether directly or indirectly, for damage or loss caused by a Member's noncompliance with regulations. During the registration process, Members agree to receive the advertising emails from website. Then, if Members wouldn't like to continue to receive mails, they can refuse by clicking on the link at the bottom of every advertising emails.

## II. GENERAL RULES

In these Regulations, unless the subject or context is otherwise required, the following words and terms shall have the following meanings:

E-commerce trading floor of Vietnamworks is the website: [www.vietnamworks.com](http://www.vietnamworks.com) under Navigos Group Vietnam Joint Stock Company ("**Navigos**"). This is the website of E-commerce trading floor where organizations and individuals can make sales.

**Members:** include **candidates** and **employers** who register the use of the website of Vietnamworks to watch the jobs posted by other users or post the recruitment notices.

**Product:** it is one or more available services in Service List of VietnamWorks through Orders and/or Service Contracts.

**Intellectual Property:** any patent, copyright, design registered or unregistered, the rights for designs and trademarks registered or unregistered, service marks or other industrial or intellectual property rights and it includes applications for any item of above items.

### III. TRADING PROCEDURE

#### 1. Procedure for purchaser/user:

##### *1. Operation rules*

- E-commerce trading floor of Navigos Group Vietnam Joint Stock Company (address of website: [www.Vietnamworks.com](http://www.Vietnamworks.com) hereinafter referred to as “**E-commerce trading floor of VIETNAMWORKS**” or “**VIETNAMWORKS**”) designed to allow users to post the recruitment notices and/or watch the jobs posted by other users, or interact with other users.
- All activities of providing services on E-commerce trading floor of VIETNAMWORKS are conducted openly and transparently, ensuring the right of consumers.
- Members participating in E-commerce trading floor of VIETNAMWORKS are individuals and/or corporates who wish to post recruitment notices and/or watch the jobs posted by other Members or interact with other Members. Members shall register the first declaration of relevant information that formally recognized by E-commerce trading floor of VIETNAMWORKS. Members using this website shall agree that:
  - ✓ They have full capacity for civil acts.
  - ✓ The members can access this website at any time, anywhere and they shall fully implement the provisions of this Regulation.
  - ✓ Members shall protect their password and monitor the information related to the Member's account; Members understand and agree that the Member will be responsible for that their account is used by anyone with the permission of Members to access into it.
  - ✓ The information that Members provide to E-commerce trading floor of VIETNAMWORKS shall be accurate, complete and true.
  - ✓ The contents of this Regulation shall comply with the current legal system of Vietnam. Members participating in E-commerce trading floor of VIETNAMWORKS shall learn by

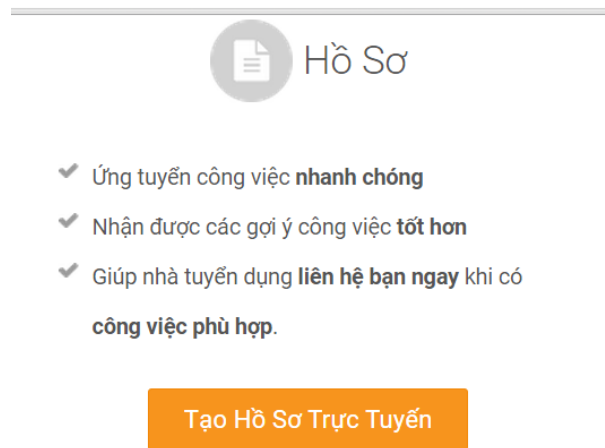
themselves about their legal responsibilities to existing law of Vietnam and the commitment to comply with the contents in Regulation of E-commerce trading floor of VIETNAMWORKS.

## 2. Trading procedure

### 2.1 Account registration

- User can register as a member through your available linked accounts on Facebook and Google or create a new account by filling information in the above document.
- When you register to become a Member of E-commerce trading floor of VIETNAMWORKS and approved by E-commerce trading floor of VIETNAMWORKS, Members will be able to apply for suitable positions posted on E-commerce trading floor of VIETNAMWORKS.
- After creating a new account, Member shall be fully responsible for the password and other information of account. If Member's account is illegally used, it is the direct responsibility of Member. E-commerce trading floor of Vietnamworks have right to investigate, eliminate or reject your information.

### 2.2 The procedure for creating an online resume for candidates



Members can create resumes to apply for by completing the available information prescribed by E-commerce trading floor of Vietnamworks, include:

## **\*Personal information:**

**Thông Tin Cá Nhân**

\* Ngày Sinh

\* Giới Tính  Nam  Nữ

Tình Trạng Hôn Nhân  Độc Thân  Đã Kết Hôn

\* Quốc Tịch

Địa Chỉ

\* Quốc Gia

\* Tỉnh/Thành Phố

Quận/Huyện

\* Điện Thoại

Ẩn Thông Tin Đây Với Nhà Tuyển Dụng

(\*) Thông tin bắt buộc

- Date of birth
- Gender
- Marriage status
- Address
- Country
- Province/City
- District
- Tel

Members have the right to hide the "Telephone" information for employers. After completing information, Member clicks "Save" to save the information filled.

## **\*General information**

**☰ Thông Tin Chung**

**Số Năm Kinh Nghiệm** Tôi mới tốt nghiệp/chưa có kinh nghiệm làm việc

**Bằng Cấp Cao Nhất** Trung học

**Ngoại Ngữ** Vui lòng chọn... **Trình Độ** Vui lòng chọn...

**Công Ty Gần Đây Nhất** Ví dụ: VietnamWorks

**Công Việc Gần Đây Nhất** Ví dụ: Chuyên viên lập trình PHP cấp cao **Cấp Bậc Hiện Tại** Ví dụ: Nhân viên

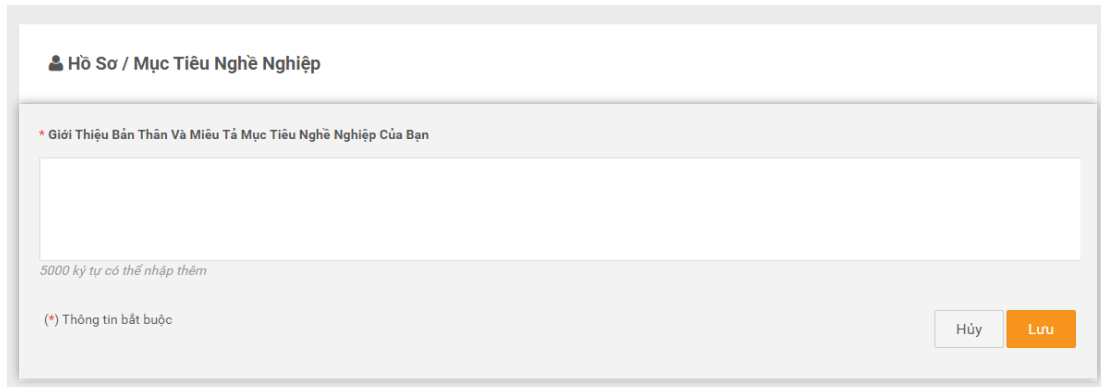
**Vị Trí Mong Muốn** Ví dụ: Giám đốc **Cấp Bậc Mong Muốn** Ví dụ: Trưởng nhóm/Giám sát

**Nơi Làm Việc** Ví dụ: Hồ Chí Minh **Ngành Nghề** Ví dụ: Kế Toán

**Mức Lương Mong Muốn** Thương lượng

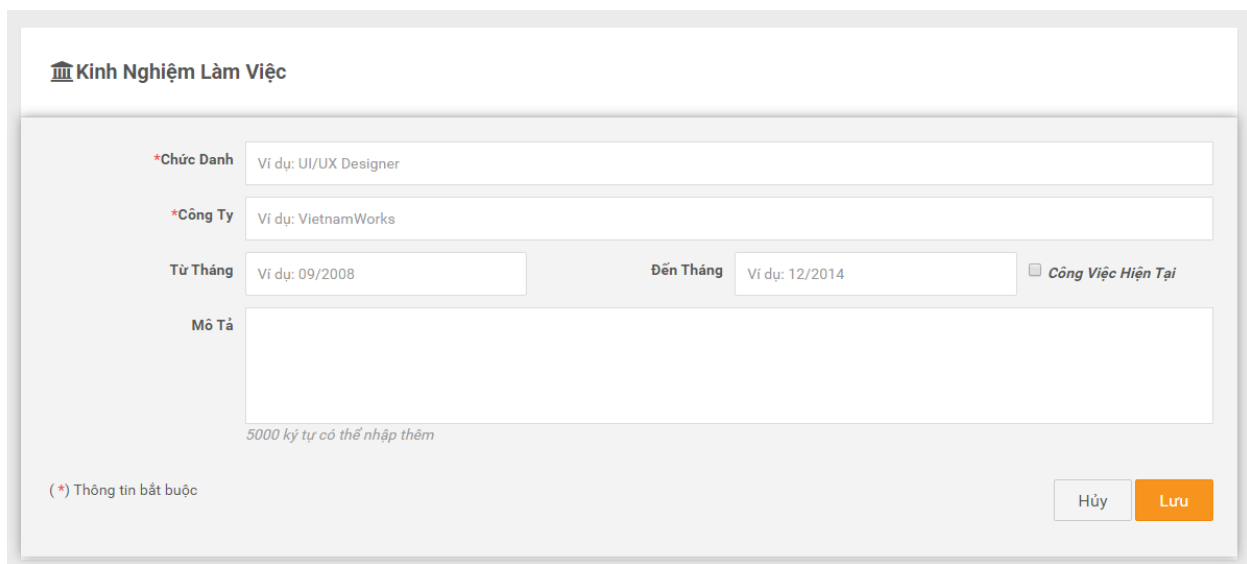
- Number of experience years.
- Highest Degree (School, University...)
- Foreign languages
- Most recent company
- Most recent job
- Current position (Staff, Manager...)
- Desired position
- Desired title (Team Leader, Supervisor,...)
- Desired salary
- Occupation (Accounting, HR...)

**\*Resume/Career Objectives**



Member can introduce himself and describe his occupation. Member clicks "Save" to save the information filled.

### **Working experience**



- Position

- Company

- From - to

- Current job

- Description

Member clicks "Save" to save the information filled.

### **\*Reference information**

**Thông Tin Tham Khảo**

* <b>Họ Tên</b>	<input type="text" value="Ví dụ: Trần Thái Sơn"/>	* <b>Chức Danh</b>	<input type="text" value="Ví dụ: Quản lý Dự Án"/>
* <b>Công Ty</b>	<input type="text" value="Ví dụ: Navigos Group Việt Nam"/>		
* <b>Email</b>	<input type="text" value="Ví dụ: reference@navigosgroup.com"/>	* <b>Số Điện Thoại</b>	<input type="text" value="Ví dụ: 0903035333"/>

(\*) Thông tin bắt buộc

- Full name

- Company

- Position

- Email

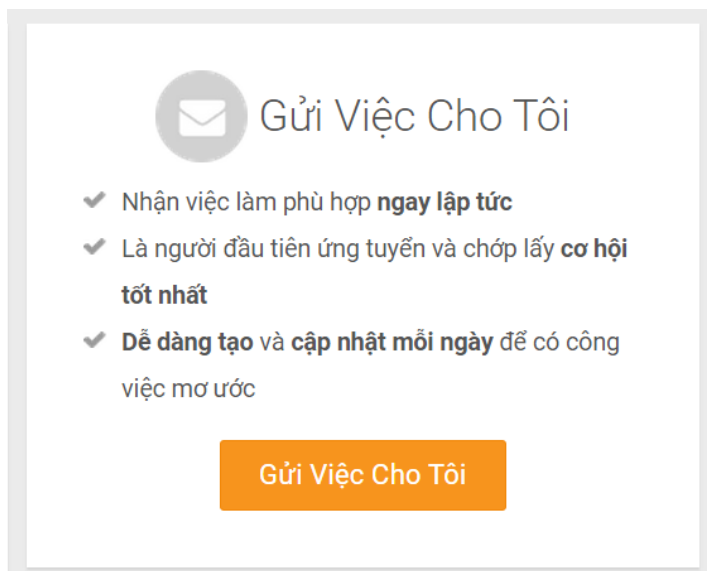
- Mobile:

After completing the above steps, Members have created for themselves a complete Application and they can be ready to apply for a job they wish.

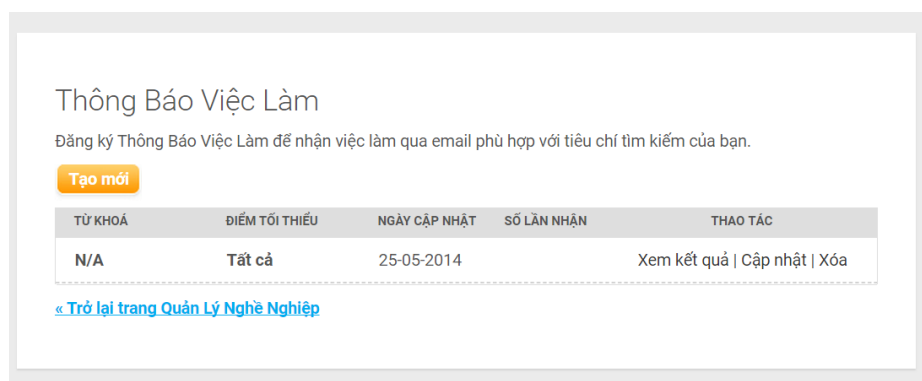
**Application form as follows**



After completing his online application, member can select the function "Send to me" as below:



- When selecting this function, Members can register Recruitment notices to receive jobs via email in accordance with Member's search criteria.
- Members click on "Create New"

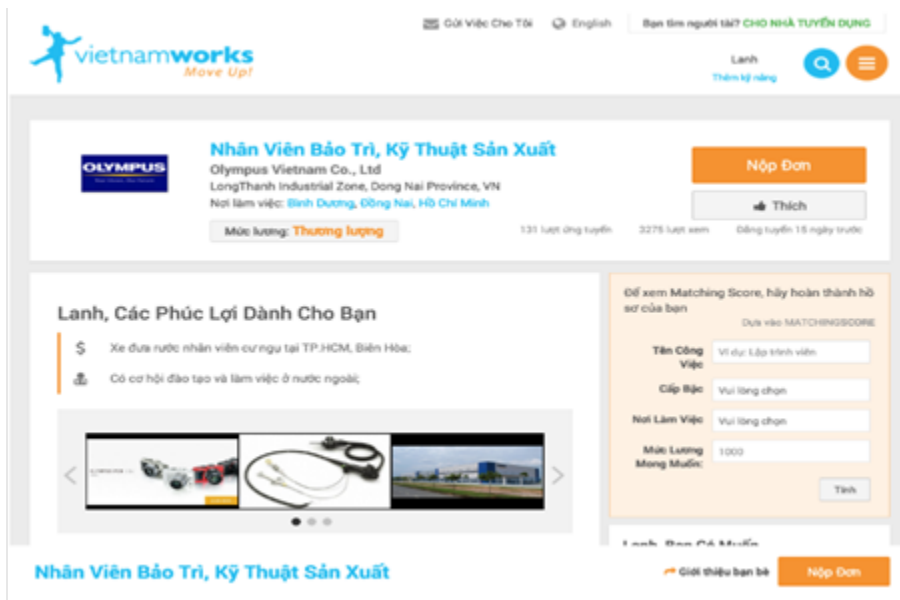


- Selection of Recruitment notice will show so that members select the appropriate information as follows:

- Submit the jobs (enter title or job description)
- In professions (law, finance....)
- Location
- In (Ho Chi Minh, Hanoi,...)

- Salary
- Maximum quality
- To email
- Each (number of days...)

**Members use the services of posting recruitment notice:**

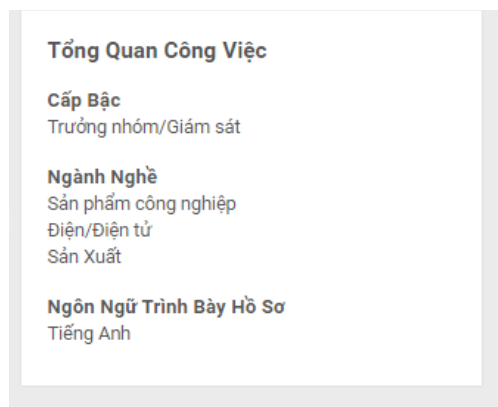


Member information will be showed at the top of Website as above, including: Information about Company, Address, Salary offered.

**Include information such as:**

- What you will do;
- Your expertise;
- You will report to whom;
- About Our Company (Information about members using the posting service)

**And left column shows overview of products posted such as:**



- Position
- Occupation

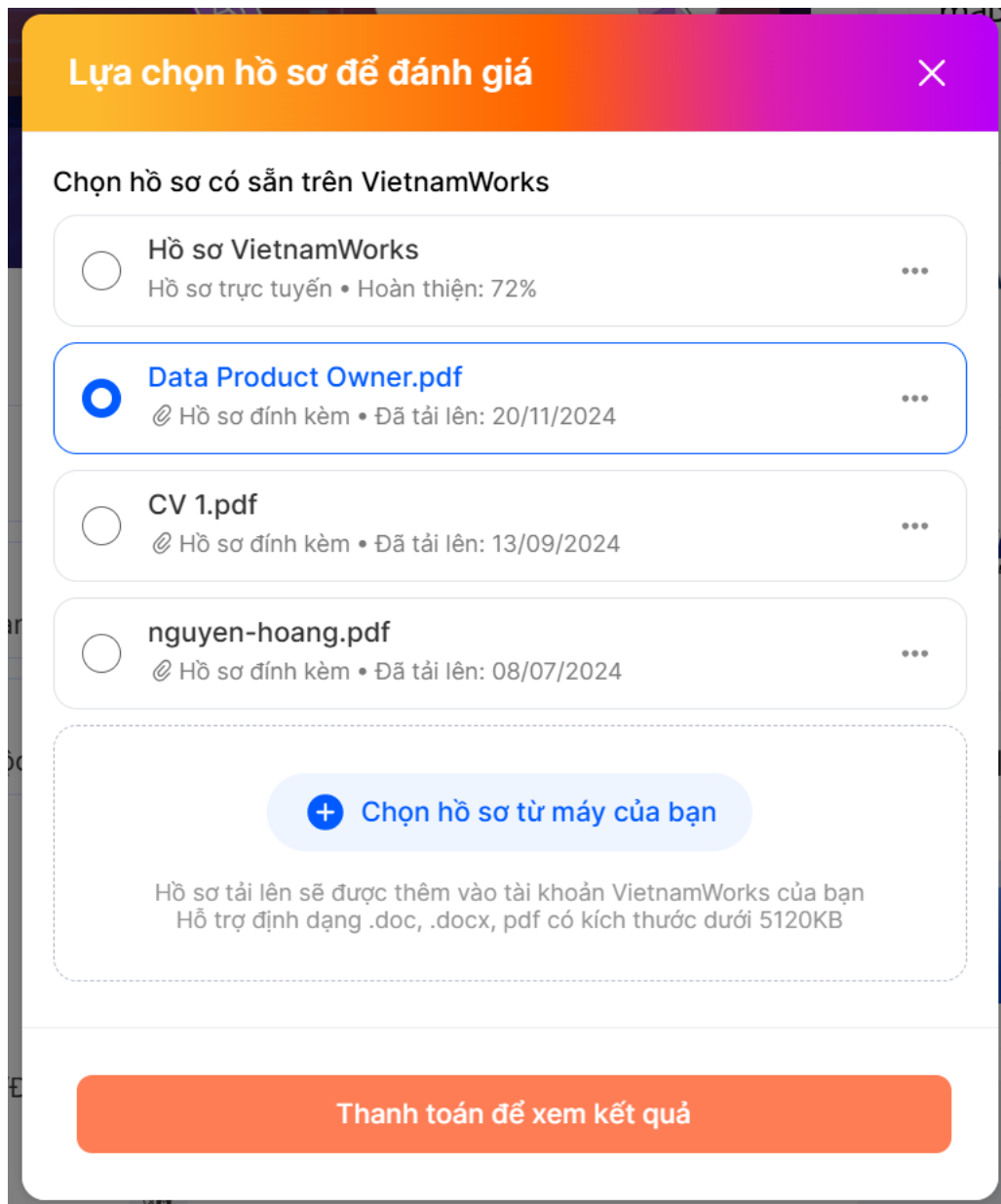
Language presented in Resume

### Members use the services of Competitive Analysis Feature


Members who wish to analyze the competitiveness of their profile for a specific job should follow these steps:

- Step 1: Click “View analysis now” on the job detail page to begin the process.

- Step 2: Select the profile you want to analyze from the list of available profiles and click “Checkout to see result”



- Step 3: Review the order, agree to the Terms of Use and Privacy Policy of VietnamWorks, and click “Pay”



### Thanh toán

**Thông tin đơn hàng**

Tên sản phẩm	Đơn giá (đồng)	Số lượng	Tổng cộng (đồng)
<b>Báo Cáo Phân Tích Mức Độ Cạnh Tranh</b> Phân tích CV Data Pr... .pdf (12019546) với vị trí Chuyên Viên Kỹ Thuật Vận H... (1827709) <a href="#">Xem chi tiết sản phẩm</a>	26.364	1	26.364

Liên hệ với chúng tôi:  
[\(84 28\) 5404 1373](tel:(8428)54041373) | [Email: contact@vietnamworks.com](mailto:contact@vietnamworks.com)

**Thông tin thanh toán**

Tổng cộng (Chưa bao gồm thuế) **26.364** đồng

Số tiền thanh toán (Đã bao gồm 10% VAT) **29.000** đồng

Tôi đồng ý với [Điều khoản sử dụng](#) và [Quy định bảo mật](#) của VietnamWorks.


Tiến hành thanh toán

- Step 4: Complete the payment using the available methods.


🇬🇧 🇻🇳 1900 633 927 (08h30 - 22h00) support@onepay.vn

### Thanh toán VietQR

Làm theo hướng dẫn bên dưới



[Tải mã thanh toán](#)



40+

[Xem ứng dụng hỗ trợ quét mã QR](#)

Hiệu lực mã QR **Đến 10:12, 28/11/2024**

**Hướng dẫn thanh toán**

- 1 Mở ứng dụng **ngân hàng / ví điện tử** trên điện thoại
- 2 Chọn chức năng **quét mã QR**
- 3 **Quét mã QR trên màn hình** và kiểm tra thông tin đơn hàng
- 4 **Xác nhận** thanh toán trên ứng dụng của bạn.



**Thông tin đơn hàng** ⌚ **26:22**

Đơn vị chấp nhận thanh toán  
**NAVIGOSCAR**

Mã đơn hàng  
**JS-000029E0**

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Số tiền thanh toán  
**29,000 VND**

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Hủy giao dịch

Giải pháp thanh toán được cung cấp bởi **OnePay**





Về OnePay | Hướng dẫn thanh toán | Câu hỏi thường gặp | Liên hệ  
© 2006-2024 Bản quyền thuộc về OnePay

- Step 5: View the analysis report after a successful payment.

**Báo cáo phân tích mức độ cạnh tranh** Mã: SO-00002D24

🚀 VietnamWorks AI

**Thông tin hồ sơ**

**Thong Nguyen**  
SENIOR PRODUCT MANAGER  
Data Product Owner.pdf

**Đánh giá cho vị trí**

**Quản Lý Dịch Vụ và Trải Nghiệm Khách Hàng**  
Decathlon Vietnam  
\$ 1,000-1,200 /tháng

Độ phù hợp với công việc

**35% Thấp**

So với ứng viên đã ứng tuyển

**Xếp hạng 19**

Mức lương thị trường đang trả

**20tr - 44tr VNĐ**

Nhu cầu tuyển dụng trong 3 tháng gần đây

**Thấp**  
36 việc làm (-3%)

**🚀 Nhận xét hồ sơ với yêu cầu công việc**

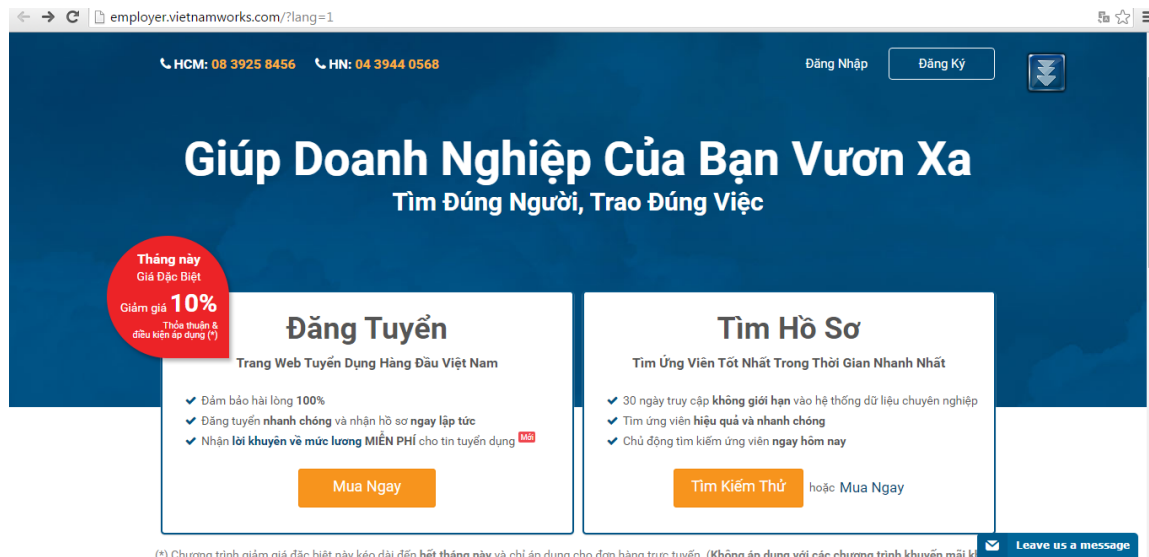
- Bạn có nền tảng giáo dục vững chắc trong kinh tế quốc tế và quản lý sản phẩm.
- Kinh nghiệm làm việc tập trung vào quản lý sản phẩm hơn là dịch vụ khách hàng.
- Kỹ năng công việc hiện tại chưa hoàn toàn phù hợp với yêu cầu của vị trí Quản Lý Dịch Vụ và Trải Nghiệm Khách Hàng.
- Chức danh công việc hiện tại không phản ánh đầy đủ các trách nhiệm quản lý dịch vụ khách hàng.
- Bạn có tiềm năng phát triển nhưng cần điều chỉnh lại hồ sơ để phù hợp hơn với vị trí mong muốn.

*Lưu ý:  
Kết quả không thể hiện đánh giá của nhà tuyển dụng  
Xếp hạng sẽ được cập nhật khi có ứng viên mới ứng tuyển  
Thông tin dựa trên các tin đăng tuyển trên VietnamWorks trong 2 năm gần nhất*

## 2. Procedure for partner (vendor, supplier):

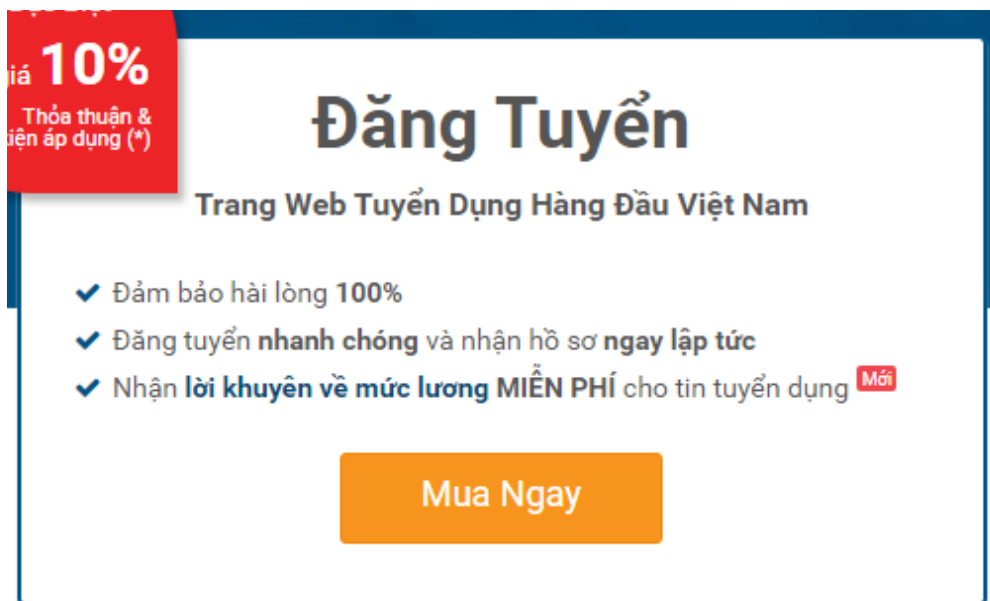
The procedure for posting recruitment notices for employers

- a. Create Account



Members have two choices: "Job Posting" and "Resume Search"

(i). Job Posting:



Members wishing to post recruitment notice can click on "Buy Now" to order and pay Service package of Job Posting.

Service of Job Posting includes the packages with the following functions:

-Basic: 30 days of Job Posting


-Extra: 30 days of Job Posting, Bold & Red Added



-Power: 30 days of Job Posting, Bold & Red Added, Occupation preferred.

-Super: 30 days of Job Posting, Bold & Red Added, Occupation preferred, Jobs on Home Members wishing to post recruitment notice can select the package of Suitable service and buy service by clicking on "Buy Now".

After clicking on the "Buy Now", it will have Add-on service for members to select as follows:

Chọn Gói Dịch Vụ**Dịch Vụ Cộng Thêm**Gửi Đơn Hàng

### Tối ưu hiệu quả đăng tuyển

Sử dụng các dịch vụ cao cấp để giúp thông tin đăng tuyển tăng độ hiển thị với các ứng viên phù hợp.

**Sản Phẩm Thường Được Mua:**

<input checked="" type="checkbox"/> <b>Làm Mới Thông Tin Đăng Tuyển</b> sẽ đặt công việc của bạn trở lên đầu trang, nơi thu hút các ứng viên một cách dễ dàng.	x2 lượt xem	<b>754,650<sup>d</sup></b> / vị trí
<input type="checkbox"/> <b>Nhân Đôi Làm Mới Tin Tuyển Dụng</b> sẽ tự động làm mới tin tuyển dụng của bạn <b>HAI LẦN</b> , nhằm tối đa hóa việc thu hút các ứng viên tốt nhất.		<b>1,010,070<sup>d</sup></b> / vị trí
<input type="checkbox"/> <b>Việc Làm Nổi Bật</b> sẽ làm tăng chất lượng hồ sơ ứng tuyển, giúp bạn tuyển được đúng nhân tài.	x4 lượt xem	<b>2,689,650<sup>d</sup></b> / vị trí

**Bạn đã sẵn sàng để tuyển dụng nhân tài?**

<input checked="" type="checkbox"/> <b>Xem Hồ Sơ trong 1 tháng</b> , không giới hạn trong việc tìm kiếm và xem hồ sơ ứng viên. Tuyển dụng tài năng ngay từ bây giờ.	100 điểm	<b>2,689,650<sup>d</sup></b>
<input type="checkbox"/> <b>Xem Hồ Sơ trong 3 tháng</b> , không giới hạn trong việc tìm kiếm và xem hồ sơ ứng viên. Tuyển dụng tài năng ngay từ bây giờ.	300 điểm	<b>6,858,608<sup>d</sup></b>
<input type="checkbox"/> <b>Xem Hồ Sơ trong 6 tháng</b> , không giới hạn trong việc tìm kiếm và xem hồ sơ ứng viên. Tuyển dụng tài năng ngay từ bây giờ.	600 điểm	<b>12,910,320<sup>d</sup></b>
<input type="checkbox"/> <b>Xem Hồ Sơ trong 12 tháng</b> , không giới hạn trong việc tìm kiếm và xem hồ sơ ứng viên. Tuyển dụng tài năng ngay từ bây giờ.	1200 điểm	<b>32,275,800<sup>d</sup></b>

\* Mức tăng của số lượt xem hồ sơ dựa trên thống kê của các thông tin đăng tuyển trong 6 tháng vừa qua.

Include suggestions of "products often bought" list and "Finding Resumes" package that other Members often use so that users can easily select. These showed contents will be updated/changed frequently by E-commerce trading floor of Vietnamworks.

After successfully clicking to select the products that need to buy, Members click on "Submit Order" button to submit orders to E-commerce trading floor of Vietnamworks. E-commerce trading floor of Vietnamworks will contact Members to sign the contract and carry out service.

## Function of Job Posting

Members can access the "Post a job" to make Job Information for them. Members fully fill the following information to complete Job information, including:

### Thông tin công ty

**Tên Công Ty**

**Quy Mô**  (Không Bắt Buộc)

**Địa Chỉ Công Ty**  (Không Bắt Buộc)

**Sơ Lược Về Công Ty**

Bạn có thể nhập thêm 10000 ký tự

**Logo Công Ty**  Hiện thị logo [Chọn loại](#)

### Phúc lợi công ty

\$  Người  Nhà  Học  Cúp  Sổ  Laptop  Điện thoại  Máy bay  Máy pha cà phê  Xe  Máy in  Máy fax  Máy tính  Máy ảnh  Máy chiếu  Máy lạnh

**Phúc lợi tốt** tốt sẽ thu hút thêm nhiều ứng viên tốt. Xác định **Top 3 phúc lợi** (hoặc tối thiểu là 1) mà công ty bạn cung cấp cho nhân viên, bằng cách nhập vào biểu tượng Benefit để chọn loại phúc lợi, sau đó hãy ghi vài dòng mô tả.

**Phúc lợi 1:** \$

**Phúc lợi 2:** Người

**Phúc lợi 3:** Nhà

- Company Name - Size - Company's address
- Company Overview - Company Logo
- Company Benefits

**Thông Tin Đăng Tuyển**

Chức Danh

Cấp Bậc

Mức Lương  Tối thiểu  Tối đa  (USD/Tháng)

Hiển Thị Mức Lương:  Có  Không

*Công bố mức lương để gia tăng chất lượng hồ sơ ứng tuyển. Nếu bạn chọn "Không", mức lương trên sẽ không hiển thị cho bất cứ người tìm việc nào.*

Nơi Làm Việc   
*(Tối Đa 3 Địa Điểm)*

Ngành Nghề   
*(Tối Đa 3 Ngành Nghề)*

Mô Tả Công Việc

*Bạn có thể nhập thêm 14500 ký tự* [Xem mẫu mô tả công việc](#)

Yêu Cầu Công Việc

*Bạn có thể nhập thêm 14500 ký tự* [Xem mẫu mô tả yêu cầu công việc](#)

Vị Trí Nay Sẽ Báo Cáo Cho  *Chỉ định Chức danh/Vị trí . Ví dụ: Quản lý Cung cấp dịch vụ*

**Gia tăng chất lượng hồ sơ ứng tuyển bằng cách xác định 3 thẻ từ khóa.**  
Điều này sẽ giúp các ứng viên nhanh chóng xác định rõ yêu cầu chính của công việc.

Information related to position for Job information and application information, including:

- Contact Name - Receiving address
- Select the appropriate level of applications so that Member selects.

**Thông Tin Ứng Tuyển**

**Tên Người Liên Hệ**   
 **Hiển thị trong thông tin công ty**

**Địa Chỉ Email Nhận Hồ Sơ**  *(địa chỉ email sẽ được bảo mật)*

**Cài Đặt Matching Score**

Hồ sơ của ứng viên sẽ được tự động lựa chọn phù hợp với yêu cầu của bạn. Tất cả các hồ sơ mà bạn nhận sẽ được đánh giá từ 0% đến 100%.

**Đôi Với Đăng Tuyển**   
**Này, Tôi Muốn Nhận**

**Tùy chỉnh bên dưới để chọn loại hồ sơ ứng tuyển sẽ gửi trực tiếp đến hộp thư của bạn:**

Hồ sơ không tính được độ phù hợp	Độ phù hợp thấp <b>0%-29%</b>	Độ phù hợp trung bình <b>30%-69%</b>	Độ phù hợp cao <b>70%-100%</b>
<a href="#">Gửi</a>	<input type="text" value="Vui lòng chọn ..."/>	<input type="text" value="Gửi"/>	<a href="#">Gửi</a>

*Ghi chú: Tất cả các hồ sơ đều được lưu trữ tại mục Quản Lý Tuyển Dụng*

**Tôi Muốn Nhận Hồ Sơ Trình Bày Bảng Ngôn Ngữ**

(ii). Resumes Search:

## Tìm Hồ Sơ

**Tìm Ứng Viên Tốt Nhất Trong Thời Gian Nhanh Nhất**

- ✓ 30 ngày truy cập **không giới hạn** vào hệ thống dữ liệu chuyên nghiệp
- ✓ Tìm ứng viên **hiệu quả và nhanh chóng**
- ✓ Chủ động tìm kiếm ứng viên **ngay hôm nay**

**Tìm Kiếm Thử**

hoặc [Mua Ngay](#)

Members wishing to search candidates can click on "Try a search" button to experience the service of Searching applications and access resumes of candidates on the data system of E-commerce trading floor of Vietnamworks or click on "Buy Now" button to order and pay for the service package of Searching resumes.

When clicking on the "Try a search" quick search function of resumes selected depending on the requirements of Members will show, including the following information:

The screenshot shows the search results page on Vietnamworks. At the top, there are navigation links: "Tìm Kiếm Nâng Cao" (Advanced Search) and "Tìm Theo Ngành Nghề" (Search by Industry), and a "Thoát" (Logout) button. The main heading is "Kết Quả Tìm Kiếm" (Search Results). On the left, there are two sidebars: "Các tìm kiếm gần đây" (Recent searches) and "Cập nhật cách đây" (Updated within), with links for 1 tuần, 1 tháng, 3 tháng, and 6 tháng. The main search area is titled "TÌM NHANH" (Quick Search) and contains the following fields and options:

- Từ khóa:** A text input field for keywords.
- Tìm chính xác theo từ khóa** (Search exactly by keyword)
- Ngành nghề:** A dropdown menu with the text "Vui lòng chọn..." (Please select...).
- Cấp bậc:** A dropdown menu with the value "Bất kỳ" (Any).
- Địa điểm:** A dropdown menu with the value "Bất kỳ" (Any).
- Tim kiếm** (Search) button.
- Links for "Tạo Thông Báo Hồ Sơ" (Create Job Alert) and "Mở rộng tiêu chí tìm kiếm" (Expand search criteria).

- Key words:
- Occupation
- Position
- Location

Or Members can search more specifically by

- Creating resume notice to save search results and receive email of E-commerce trading floor of Vietnamworks when candidates appear.

TRANG CHỦ TÌM HỒ SƠ ĐĂNG TUYỂN DỤNG QUẢN LÝ TUYỂN DỤNG TÀI KHOẢN TƯ VẤN TUYỂN DỤNG

Đơn Hàng Quản Lý Việc Làm Quản Lý Ứng Viên Báo Cáo Dịch Vụ Hồ Sơ Thông Báo Hồ Sơ Phản hồi của UV Bài Kiểm Tra

### TẠO THÔNG BÁO HỒ SƠ & LƯU KẾT QUẢ TÌM KIẾM

Từ khóa:

Nơi làm việc:

Hồ sơ phải có:  bất cứ từ khóa nào  tất cả các từ khóa  từ khóa chính xác

\* Ngành nghề mong muốn: Tối đa 3 ngành nghề

- Bán hàng
- Bán hàng kỹ thuật
- Bán lẻ/Bán sỉ
- Bảo hiểm
- Bất động sản
- Biên phiên dịch

Số năm kinh nghiệm:

Mức lương từ:  đến:  USD một tháng

Cấp bậc:

Trình độ ngoại ngữ:

Bảng cấp tối thiểu đã có:

Giới tính:

Trường:

Tuổi từ:  đến:

Loại hình công việc:

Được cập nhật trong vòng:

Số lần Quý khách muốn nhận Thông Báo Hồ Sơ?

Email: su.le@zalora.vn

Or expand the search criteria by providing additional information such as:

Số năm kinh nghiệm:

Bảng cấp thấp nhất đã có:

Trường:

Ngôn ngữ:

Mức lương từ:  đến:  USD mỗi tháng

Giới tính:

Tuổi: từ:  đến:

Quốc tịch:

Được cập nhật cách đây:

- Number of experience years.
- Lowest level degree obtained
- University

- Language
- Level of salary from---- to---- USD per month
- Gender, - Age
- Nationality
- Updated when
- 

When selecting suitable candidates, Member will be provided with the candidates' information by E-commerce trading floor of Vietnamworks as shown below.

**Hồ Sơ Chi Tiết**

Liên hệ ứng viên  
 Hủy hồ sơ  
 Lưu hồ sơ này  
 Gửi hồ sơ  
 Tìm hồ sơ tương tự  
 Tìm kiếm  
 Bản để in  
 Gửi cho tôi hồ sơ tương tự


**Ứng Viên:**  
**JUNIOR FOREMAN**  
 Người Việt Nam, Nam - Độc thân  
 Thành phố Bà Rịa - Vũng Tàu, Việt Nam

3 0 80%

**Xem Thông Tin Liên Hệ**

\* Gói hồ sơ của quý khách sẽ giảm đi 1 tương ứng với mỗi lần tin liên hệ

However, in order to view the information to contact candidates, Members shall register to use the package of Search Service of E-commerce trading floor of Vietnamworks. In addition, Members can store and send the resumes or search the corresponding resumes in the database of E-commerce trading floor of Vietnamworks.




**Ứng Viên:**  
**JUNIOR FOREMAN**

Người Việt Nam, Nam - Độc thân  
Thành phố Bà Rịa - Vũng Tàu, Việt Nam

👤 3 📄 0 📊 80%

*Cập nhật mới nhất: Hôm nay*



**Xem Thông Tin Liên Hệ**

\* Gửi hồ sơ của quý khách sẽ giảm đi 1 tương ứng với mỗi lần xem thông tin liên hệ

**Thông Tin Chung** [Ẩn]


Bằng cấp cao nhất	Kỹ Sư
Tổng số năm kinh nghiệm	1 năm
Trình độ ngoại ngữ	English( Trung cấp), Vietnamese( Bản ngữ), Chinese (Mandarin)( Sơ cấp)
Công việc gần đây nhất	Junior Foreman
Cấp bậc hiện tại	Trưởng nhóm/Giám sát
Vị trí mong muốn	Kỹ Sư, Trưởng phòng, Quản lý
Cấp bậc mong muốn	Trưởng phòng
Nơi làm việc	Bình Dương, Đồng Nai, Hồ Chí Minh
Ngành nghề	Dịch vụ khách hàng, Cơ khí, Overseas Jobs
Mức lương mong muốn	550 USD / tháng

**Kinh Nghiệm Làm Việc** [Ẩn]

[Xem thông tin liên hệ](#), bao gồm kinh nghiệm làm việc của ứng viên.

**Thông Tin Tham Khảo** [Ẩn]

[Xem thông tin liên hệ](#), bao gồm thông tin tham khảo của ứng viên.



**Xem Thông Tin Liên Hệ**

\* Gửi hồ sơ của quý khách sẽ giảm đi 1 tương ứng với mỗi lần xem thông tin liên hệ

[Trở lại trang kết quả](#) | [Tìm kiếm...](#)

Cập nhật mới nhất: 28-08-2015

### 3. Deliver Procedure

Services are provided online through Vietnamworks.com website, no delivery or shipping will occur.

### 4. Order confirmation/cancellation process

Order Confirmation Process

(i) Job posting service



Members who wish to post job postings can click the "Buy Now" button to order and pay for the Job Posting Service package.



**10%**  
Thỏa thuận & áp dụng (\*)

## Đăng Tuyển

Trang Web Tuyển Dụng Hàng Đầu Việt Nam

- ✓ Đảm bảo hài lòng 100%
- ✓ Đăng tuyển nhanh chóng và nhận hồ sơ ngay lập tức
- ✓ Nhận lời khuyên về mức lương **MIỄN PHÍ** cho tin tuyển dụng Mới

**Mua Ngay**

The job posting service includes packages that come with the following functions:

- Basic: 30 days of Job Posting
- Extra: 30 days of Job Posting, Bold & Red Added
- Power: 30 days of Job Posting, Bold & Red Added, Occupation preferred.
- Super: 30 days of Job Posting, Bold & Red Added, Occupation preferred, Jobs on Home

Members who want to post job, can choose the appropriate service package and proceed to purchase the service by clicking the "Buy Now" button.

#### (ii) Resume Search

Members who want to search for candidates can click the "Try Search" button to experience the Search for Profiles service and access the profiles of candidates on the data system of Vietnamworks E-Commerce trading floor or click the "Buy Now" button to order and pay for the Resume Search Service package. However, in order to view the contact information of the candidate, the Member must register to use the Resume Search Service package of Vietnamworks E-Commerce trading floor.

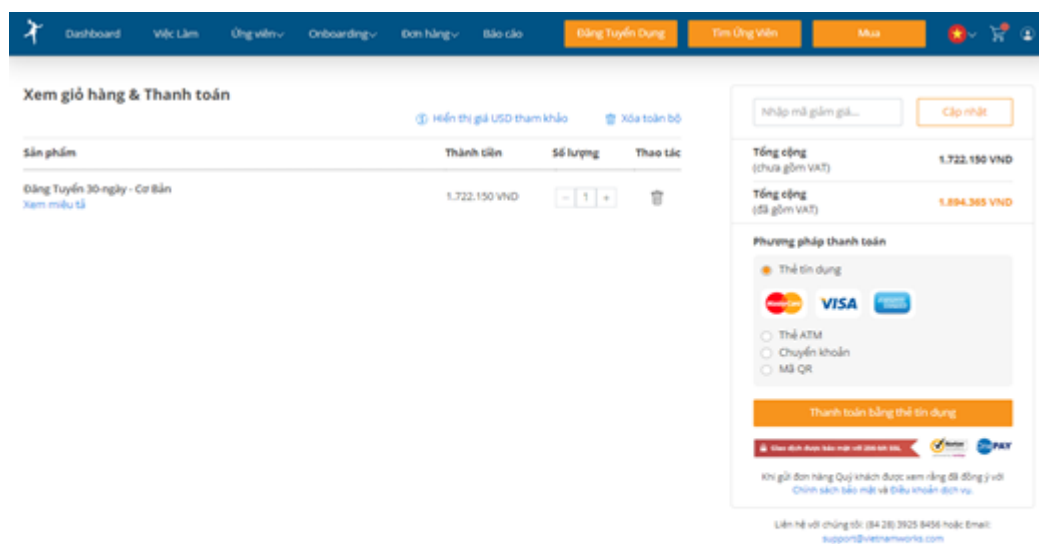
# Tìm Hồ Sơ

Tìm Ứng Viên Tốt Nhất Trong Thời Gian Nhanh Nhất

- ✓ 30 ngày truy cập **không giới hạn** vào hệ thống dữ liệu chuyên nghiệp
- ✓ Tìm ứng viên **hiệu quả và nhanh chóng**
- ✓ Chủ động tìm kiếm ứng viên **ngay hôm nay**

[Tìm Kiếm Thử](#) hoặc [Mua Ngay](#)

After completing the service selection, Members will proceed to online payment at the payment interface as follows:



After completing the payment, Vietnamworks E-Commerce trading floor will contact the Member to sign the contract and proceed to perform the service.

Once you have paid the Service Fee and/or activated the Services you have ordered, we will not accept any request to suspend or cancel the Services you have ordered, or to refund the Service Fee, or to change the Services.

## 5. Return and refund process

Once you have paid the Service Fee and/or activated the Services you have ordered, we will not accept any request to return the Services you have ordered, or refund the Service Fee, or change the Service, unless the Service is not provided as agreed.

## 6. Product warranty/maintenance process

In order to ensure customer satisfaction when using the service, VietnamWorks launches the function "Warranty Request for Listings on VietnamWorks"

**I/ Customers can claim the warranty of the information posted on VietnamWorks by themselves in the following ways:**

1. Log in to the link: <https://employer.vietnamworks.com/>
2. Go to **Jobs**
3. On the Expired job listing, find the Listing you want to cover

The screenshot shows the VietnamWorks website interface. At the top, there is a navigation bar with the logo and menu items: Việc Làm, Ứng Viên, Onboarding, Đơn Hàng, Báo cáo, Công Ty, Đăng Tuyển Dụng, and Tìm Ứng Viên. Below the navigation bar, there are filters: Đang hiển thị (4), Nhập (7), Đang ẩn (0), Sắp hết hạn trong 7 ngày (1), and **Đã Hết hạn** (highlighted in a red circle). There is also an 'Export to Excel' button. The main content area displays a table of job listings with columns for 'Chức danh - ID', 'Dịch vụ', and 'Hết hạn'. Two listings are visible, both marked as 'Đã Hết hạn'. The first listing is for '[HCM] Chuyên Viên Điều Phối Dự Án' and the second is for 'Chuyên Viên Điều Phối Dự Án & Quản Lý Đối Tác'. Both listings have a 'Yêu cầu bảo hành' (Warranty Request) link highlighted in a red circle.

## 4. Select Warranty Claim

This screenshot is similar to the previous one, showing the same VietnamWorks website interface. The 'Đã Hết hạn' filter is still highlighted in a red circle. In this view, the 'Yêu cầu bảo hành' link for the first listing is highlighted in a red circle, indicating the selection of a warranty claim.

5. A window appears for customers to choose the form of warranty

**YÊU CẦU BẢO HÀNH**

Đăng lại cơ bản (chỉ đăng lại tin)

Đăng lại đầy đủ (đăng tin kèm tất cả dịch vụ cộng thêm)

Gói Xem hồ sơ 30

Gói xem hồ sơ 50

Huỷ Xác nhận

6. Select the desired warranty form and click the **Confirm button**
1. After the request is processed by VietnamWorks Customer Experience, the Customer will receive a warranty based on the selected form. Customers will receive an email notification when the request is processed (Email subject: *[VietnamWorks] Satisfaction Guarantee Program*)

## II/ Warranty Conditions:

1. VietnamWorks only supports reposting 01 (one) time and the same name of the job posting position, for customers under the Loyalty program , it will be according to the warranty regulations for Loyal Customers.
2. Customers request the warranty to post jobs on VietnamWorks within 15 (fifteen) days from the expiration date of the job posting.
3. The program does not apply to the customer's post with the number of recruits from 02 (two) people or more.
4. The program does not apply to customer listings that combine multiple positions or positions.
5. The program does not apply to postings of customers using services or service combos for new customers.
6. The Program does not apply to postings of Services that are not Job Posting Services that have been shown to be "not applicable" to the Satisfaction Guarantee Program as per the table in Article 1 above.
7. The program is not applicable to customers who have business activities in the field of employment services or human resources brokerage.

8. The customer must complete the payment obligation at the time of requesting support under the Satisfaction Guarantee Program.

**III/ Services that are and are not covered by the warranty:**

<b>Original Job Posting Service</b>	<b>Warranty Posting</b>
Job Post 30-day – Basic (+ Premium Services)	Apply
Job Basic 30-day – M (+ Premium Services)	Apply
<b>Combo N:</b> Job Posting – N (+ Premium Services without – N/W)	Apply
<b>Combo W:</b> Job Posting – W (+ Premium Services without – N/W)	Apply
Job posting for Intern/Entry Level (+ Premium Services)	Apply
E – Job Post 30-day – Basic (+ Premium Services)	Apply
E – Job Post 30-day – M (+ Premium Services)	Apply
Super Turbo Job/Super Turbo Job – N (+ Premium Services)	Apply
Premium Super Turbo Job/Premium Super Turbo Job – N (+ Premium Services)	Apply to Warranty service – Re-post all services
Only Job Posting – N	<b>Not applicable</b>
Only Job Posting – W	<b>Not applicable</b>
Only Job posting for Intern/Entry Level	<b>Not applicable</b>
Job Posting – N (+ Premium Service – N/W)	<b>Not applicable</b>

Job Posting – W (+ Premium Service – N/W)	<b>Not applicable</b>
Job posting for Intern/Entry Level (+ Premium Service – N/W)	<b>Not applicable</b>

**7. The procedure for resolving disputes or complaints:**

1. If a dispute arises between the member and E-commerce trading floor of Vietnamworks, then E-commerce trading floor of Vietnamworks tries to provide a neutral method and save to resolve the dispute quickly. Accordingly, Member and E-commerce trading floor of Vietnamworks agree that E-commerce trading floor of Vietnamworks will legally settle any claim or agument out of this Regulation or the services of E-commerce trading floor of Vietnamworks suit in the appendix below or as Trading floor e-commerce and Member VIETNAMWORKS written consent. Before using the alternative measures, Trading floor e-commerce encourages Member to first contact E-commerce trading floor of Vietnamworks to find appropriate solutions. E-commerce trading floor of Vietnamworks will consider reasonable requests to resolve the dispute through the dispute resolution procedures instead, such as arbitration, alternative to litigation.
2. Any complaints arising in the course of using the services on e-commerce transaction floors must be sent to the Division VIETNAMWORKS Support VIETNAMWORKS customers at:  
 Tel: (08) 5 404 1373;  
 Or go to Contact at the bottom of the homepage, fill in the contact form as follows:

**Liên hệ Bộ phận Tư Vấn Nghề Nghiệp**

Bạn có thể tìm thấy ngay câu trả lời cho thắc mắc của mình trong trang **FAQ**

Nhập từ khóa: "đăng hồ sơ", "đăng lý hồ sơ", "nộp hồ sơ",...

Các chuyên viên tư vấn nghề nghiệp của VietnamWorks luôn sẵn sàng hỗ trợ bạn trong quá trình tìm việc và phát triển nghề nghiệp. Nếu bạn có thắc mắc, cần trợ giúp hoặc có đề nghị gì, xin vui lòng điền vào mẫu thư liên lạc dưới đây và gửi đến cho chúng tôi.

Vui lòng điền email của bạn thật chính xác. Nếu không, chúng tôi sẽ không liên lạc với bạn được.

\* Thông tin bắt buộc

\* Họ & Tên

\* Địa chỉ email

\* Vấn đề quan tâm

Tiêu đề

\* Nội dung yêu cầu hoặc ý kiến

(Giới hạn 3.000 ký tự) 0

VIETNAMWORKS will base each particular case to the settlement as appropriate.

1. In Ho Chi Minh City

20th Floor, E.Town Central Building, 11 Doan Van Bo, Ward 13,

District 4, TP. HCM, Vietnam

Phone: (84 28) 5404 1373

1. In Hanoi

7th Floor, V-building

125-127 Ba Trieu Street, Nguyen Du Ward, Hai Ba Trung District

Hanoi

Phone: (84 24) 3974 3033/ Fax: (84 24) 3974 3036

3. Any dispute between users or between users with E-commerce trading floor of Vietnamworks be resolved on the basis of negotiation. Where no agreement is reached as expected, either party may bring the case to the People's Court has jurisdiction to resolve.

8. **Other processes (if any).**

#### IV.PAYMENT PROCEDURE

Member shall pay Service Fee (if any), no later than the payment date specified on the order. The ordered services will be activated within three (03) working days from the date that Member pays Services Fee.

If the payment date passes but the Member has not made payment for service fee, VIETNAMWORKS has right to suspend provision of services until the payment has been fully done.

VIETNAMWORKS will issue VAT invoices under the provisions of the current law of Vietnam upon customer's request. Customers shall be responsible for the accuracy of the information of VAT invoice.

## **V. ENSURING TRADING SAFETY**

-E-commerce trading floor of Vietnamworks establishes a mechanism to ensure trading safety as follows:

+ **Management of Members' Information:** When Members register participation on E-commerce trading floor of Vietnamworks, They shall provide full information and be completely responsible for this information. The specific information includes the personal information for individuals, information on the legal status for members who are the organizations, legal entities. This information will be put into management data by E-commerce trading floor of Vietnamworks.

+ **When becoming a Member on Vietnamworks.com:** Member shall register a commitment to the reputation and biographical information, information about job application, information about jobs in accordance with title, description posted on E-commerce trading floor of Vietnamworks.

+ **Mechanism to send complaints about Members for the Customers:** Customers have the right to send complaints about the members/employers who post incorrect information on E-commerce trading floor of Vietnamworks. Upon receiving this feedback, E-commerce trading floor of Vietnamworks will confirm the information, if it is true as reflected, depending on the degree, E-commerce trading floor of Vietnamworks will take steps to promptly handle to protect the benefits of Members.



- The management board of the website/application providing e-commerce services needs to provide consumers with important information to know before participating in payment transactions for goods and services on the website/application, ensuring that consumers buy goods safely.
- The Management Board of the Website/application providing e-commerce services provides mechanisms/plans/solutions to ensure transaction safety. For websites/applications providing e-commerce services with online payment functions, the floor management board must clearly state the customer's payment security mechanism, handle complaints and compensate for damage in case the customer's payment information via the website is changed, deleting, canceling, copying, disclosing or illegally moving or being misappropriated, causing damage to customers.

## **VI. PROTECTION OF MEMBER'S PERSONAL INFORMATION**

- This Privacy Policy discloses the way that E-commerce trading floor of Vietnamworks collects, stores and processes information or personal data ("**Personal Information**") of its members through the website of E-commerce trading floor of Vietnamworks.
- E-commerce trading floor of Vietnamworks commits to keep security of personal information of members, and will make best effort and use all appropriate means so that the information member provides E-commerce trading floor of Vietnamworks is kept security and protected from unauthorized access. However, E-commerce trading floor of Vietnamworks shall not ensure to prevent all unauthorized access. In case of unauthorized access is out of the control of E-commerce trading floor of Vietnamworks, E-commerce trading floor of Vietnamworks shall not be responsible in any forms for any claim, dispute or damage arising from or related to unauthorized access.
- Members understand and agree that E-commerce trading floor of Vietnamworks may disclose to third party, by an anonymous facility, some combined information contained in the applications of Members on E-commerce trading floor of Vietnamworks will not

be disclosed to any third party, your name, address, email address or your phone number without your prior consent, except for certain necessity or it is appropriate to comply with current law or in the legal processes where such information is appropriate.

- E-commerce trading floor of Vietnamworks shall not sell or lease personal information of members to third party for marketing purpose without the permission of Members. E-commerce trading floor of Vietnamworks uses the information of Members as described in the Privacy Policy of E-commerce trading floor of Vietnamworks. E-commerce trading floor of Vietnamworks considers protection of the users' privacy as a very important community rule. E-commerce trading floor of Vietnamworks stores and processes the information of Members on computer protected physically as well as technological security devices. Members may access and modify the information that Member provides for E-commerce trading floor of Vietnamworks and select not to receive certain communications by registering the account of Members. E-commerce trading floor of Vietnamworks uses third party to verify and confirm the principle of security of E-commerce trading floor of Vietnamworks. In order to fully view how to use and protect the personal information of members by E-commerce trading floor of Vietnamworks, please see the privacy policy of E-commerce trading floor of Vietnamworks. If Member objects his information to be transferred or used in this way, please do not use the services of E-commerce trading floor of Vietnamworks.

- Members are recommended to clearly understand their rights when using the services of E-commerce trading floor of Vietnamworks provided on this website.

- E-commerce trading floor of Vietnamworks gives following commitments in accordance with the provisions of the law of Vietnam, including the ways in which E-commerce trading floor of Vietnamworks uses to keep privacy of Members.

#### **1. Purpose and scope of information collection**

- E-commerce trading floor of Vietnamworks may obtain personal information including title, name, sex, date of birth, email address, home address, home phone number, cell phone, fax number, banking details, payment details, payment card details or bank

account details (E-commerce trading floor of Vietnamworks not only gets limited information but it also gets more other information)

-E-commerce trading floor of Vietnamworks will use the information that you provide to provide you with the services and information via the website, and other things you ask. In addition, E-commerce trading floor of Vietnamworks will use that information to manage your account; verify and implement financial transactions related to your online payments; check the downloaded documents from the website of E-commerce trading floor of Vietnamworks; improve interface and/or contents of website and customize them for users; recognize persons who visit website; send you the information that E-commerce trading floor of Vietnamworks thinks that it will be useful for you or you request from E-commerce trading floor of Vietnamworks, including information on the products and services of E-commerce trading floor of Vietnamworks if you do not refuse to contact for these purposes. When receiving your permission, E-commerce trading floor of Vietnamworks will contact you by email with details of other products and services. If you not wish to receive promotional information sent by E-commerce trading floor of Vietnamworks, You can refuse at any time.

-If you select to provide E-commerce trading floor of Vietnamworks with personal information, you agree with the transfer and storage of such information on Home of E-commerce trading floor of Vietnamworks.

a. Which personal identification information may be collected from you.

E-commerce trading floor of Vietnamworks collects information in several ways from different parts of our website. Some personal information is collected while registering, we will ask your name and your email address. The system can also ask a street address, city, state/province, zip/postal code, country, phone number, payment information and server address (URL) of your website, although only the fields marked with \* on the registration part that is mandatory information. E-commerce trading floor of Vietnamworks also collects or may collect demographic information that is not only from you such as age, preferences, gender, interests and hobbies. Sometimes we collect or may collect a combination of two types of information. Once you register, you are no longer

anonymous to E-commerce trading floor of Vietnamworks, you have a username and can fully use the products/services of E-commerce trading floor of Vietnamworks.

In addition to registration information, sometimes we may ask you for personal information including (but not limited to) when you post job information or exploit other features of E-commerce trading floor of Vietnamworks. If you contact us, we may keep a memo about this contact.

Each page within E-commerce trading floor of Vietnamworks includes a link to this Privacy Policy.

b. What are Cookies and how they are used

As a part of offering and providing personal services and on demand of Members, E-commerce trading floor of Vietnamworks may use cookies to store and sometimes track information about you. A cookie is a small amount of data that is sent to your browser from a webserver and stored on your computer's hard disk. Some features of E-commerce trading floor of Vietnamworks require you to accept cookies in order to use. (See "What choices do you have when collecting, using and distributing your information" for more detailed information on cookies).

Generally, we use cookies for the following purposes:

Identify and label all the jobs "New" from your last time of visiting website.

Save as required or permanently username and password on your computer so you do not have to enter it each time you visit our website.

Allow you to "check list" of the jobs that you want to mark to retain and view later.

The advertising networks of company posting jobs on E-commerce trading floor of Vietnamworks also can use their own cookies.

E-commerce trading floor of Vietnamworks will also collect and can gather certain information about using E-commerce trading floor of Vietnamworks, such as areas you visit and services you access. In addition, E-commerce trading floor of Vietnamworks can also gather information about hardware, software on your computer. This information can include but not limited your IP address, browser type, domain names, access items and reference website addresses.

## 2. **Scope of information use**

By providing your information, you agree with E-commerce trading floor of Vietnamworks, the associated companies, affiliated units and members under Navigos Group may use your personal information, whether it is through personal, demographic, collective or technical, for the purpose of operating and improving E-commerce trading floor of Vietnamworks, enhancing utility for users or introducing and distributing products and services.

We also may use the information collected to inform you of other products and services by E-commerce trading floor of Vietnamworks or partner companies to offer, or to ask your opinion on products and existing service or product and potential new services.

We also may use your contact information to send you emails or other communications regarding updates at VietNamworks website. The content and frequency of these messages will depend on the information that we hold about you. Also, at registration, you have the option of receiving the information, announcements and promotions including but not limited to the free newsletter from E-commerce trading floor of Vietnamworks concerning topics you can be specially interested.

We have an area where you can contact us. Any feedback you send to us will become our property and we may use such feedback (such as the story Successful) for marketing purposes, or to contact you for additional information.

### a. Who is collecting your Information

When asked about personal information on website of VietNamworks, it means that you are sharing that information with own E-commerce trading floor of Vietnamworks, unless specifically stated otherwise. However, some activities by their nature, will lead to your personal information being revealed to other users of E-commerce trading floor of Vietnamworks to know. For example, when you enter your personal information to a recruitment advertising, this information will be included in general in your job, unless specifically stated otherwise..

### b. Whom can your Information be shared with.

We do not disclose to third parties about your personal information, as well as personal information and demographic combination, or information about using E-commerce trading floor of Vietnamworks (such as the areas you visit or the services you access), except in the following items.

- We may disclose such information to third parties if you agree. For example, if you indicate that you wish to receive information on products and services of third parties when registering an account on E-commerce trading floor of Vietnamworks, we may provide your contact information for parties, for example, employers, people collect data, market staff or others with intent to email you or contact you in other ways. We may use data we have about you (such as the interests and preferences you have expressed) to determine whether you might be interested in the products or services of a particular third party does not have.
- We may disclose such information to companies and individuals we employ our behalf to perform the functions of the company. For example, storing web servers, analyzing data, providing marketing assistance, processing credit card or other payment forms, and services to members. These companies and individuals will have access to your personal information as needed to perform their functions, but did not share that information with any other third parties.
- We may disclose such information if legally required, or from a government agency or if we believe such action is necessary to: (a) comply with legal requirements or under process of law; (b) protect and defend the rights or property of Navigos, or the partner companies; (c) prevent a crime or protect national security; or (d) protect the personal safety of users or the public.
- We may disclose and transfer such information to a third party who acquires all or a substantial portion of the business activities of Navigos, by way of merging, consolidating or purchasing all or most our assets. Additionally, in situation that Navigos becomes the subject of a bankruptcy proceeding, whether voluntary or involuntary, Navigos or trustee may sell, license or otherwise disclose such information in a different way in transition if approved by the bankruptcy court agrees.

- We may use your name, company name instead of your logo or other information on or from the job advertisement or account view your resume for any and all marketing purposes Navigos (or E-commerce trading floor of Vietnamworks ). For example, the name or company logo can be used in newspaper ads, direct mail, sales vehicles, posters and other material related to E-commerce trading floor of Vietnamworks or asset of Navigos.

E-commerce trading floor of Vietnamworks may also share anonymous information about visitors to one of the company's Web (for example, the number of visitors to the 'Find Jobs' on E-commerce trading floor of Vietnamworks) to the Members, for partners and other third parties so that they can understand the kinds of visitors to E-commerce trading floor of Vietnamworks and how they use the site.

E-commerce trading floor of Vietnamworks can support, hosting and other related services to other leading companies to establish a recruitment section on its Web site (sometimes called "recruitment area "). Personal information and/or demographic information supplied by you in the recruitment sector to become part of a database of E-commerce trading floor of Vietnamworks, but no one except you can access, and Navigos company concerned without your consent.

Information was collected on the area of employment, or on shared brands (such as that of a contest by E-commerce trading floor of Vietnamworks and other companies co-financing) may become the property of the company or the whole Navigos and company. In this example, the use of such information carried out by the other company may be subject to the privacy policy of that company and, in any case, Navigos not responsible for that company's use of your demographic personal information.

### **3. Period of Information storage**

Personal data of members will be stored until a request for cancellation or self-member login and perform cancellation in case of personal information will be kept confidential membership on the server of E-commerce trading floor of Vietnamworks.

### **4. The address of the units that collect and manage personal information.**

Navigos Group Vietnam Joint Stock Company

20th Floor, E.Town Central Building, 11 Doan Van Bo, Ward 13, District 4, Ho Chi Minh City. Ho Chi Minh City, Vietnam.

**5. Means and tools for users to access and edit their personal data.**

*The options available to you to collect, Use and Distribute Personal information.*

If you select not to register or provide personal information, you will not be able to use most of the features of E-commerce trading floor of Vietnamworks.

You also have choices with respect to cookies. By changing the priorities in your browser, you can choose to accept all cookies, to be notified when a cookie is set, or remove all cookies. If you choose to reject all cookies, you will not be able to use the services of E-commerce trading floor of may require registration. But use this service include the identification of new jobs have been posted since The last visit, auto login and check lists. The features can still use most of the features of the recruitment website Vietnamworks even if you do not accept cookies.

*How can you access, update or delete your Information.*

We will provide you with the means to ensure that your personal information is accurate and updated. You can edit or delete your profile at any time by clicking on the "My Profile" link or graphic provided by the system as soon as you log on. Once logged into the system in a certain time period, even where you are on the recruiting website of E-commerce trading floor of Vietnamworks your information will be kept until you click on the "Log off" is link can be accessed from the screen "My Profile"

If you are a registered user and forgot your password, you can receive it by email by using the "Forgot Password" button on any login page to request your password for you. We can not provide your password by any other means.

Your account on E-commerce trading floor of Vietnamworks can be deleted, but doing so will result in not being able to access any feature that requires to sign. We will or may keep a cached copy of Your account but can not access the Internet.

*The Safety precautions against the loss, misuse or change your Information.*

In addition to the administrators of E-commerce trading floor of Vietnamworks or other authorized individuals of E-commerce trading floor of Vietnamworks, you are the only



person who has access to personal information used to sign your minh.Dang protected password to prevent unauthorized access.

We recommend that you do not divulge your password to any E-commerce trading floor of Vietnamworks that never asks for your password over the phone or in an unsolicited email. To ensure safety, you may want to logoff when finished using E-commerce trading floor of Vietnamworks. This ensures that others can not access to information and your personal correspondence if you share a computer with someone else or are using a computer in a public place like a library or Internet cafe.

Unfortunately, no data transmission over the Internet can be secured of 100%. Therefore, although we do our best protect your personal information, E-commerce trading floor of Vietnamworks can not ensure or warrant the security of any information you transmit to us or Online services from us, and you have to take risks. As soon as we get the information you send, we will try our best to ensure safety on our system.

If you are worried about your data, you may request access to your personal data that E-commerce trading floor of Vietnamworks holds or deals with. You may request E-commerce trading floor of Vietnamworks and edit incorrect date free. You exactly a well may demand E-commerce trading floor of Vietnamworks stop using your personal information for marketing purposes..

#### *How does E-commerce trading floor of Vietnamworks protect privacy of children.*

E-commerce trading floor of Vietnamworks is website with amount of large audiences. Children shall have parental permission before sending personal information online to someone. E-commerce trading floor of Vietnamworks may not share personal information about users under 13 years old with third party. In addition, E-commerce trading floor of Vietnamworks will not send any direct email to offer users to indicate they are under 13 years old.

#### *What do you know about your online privacy.*

Keep in mind that whenever you voluntarily disclose personal information online, for example through the jobs you post or through email, that information can be collected and someone else uses, summaries if you post personal information online and may be

accessible to the public, you may receive will be the voluntary notification from the other partners.

Ultimately, you are solely responsible for maintaining the secret of your passwords and/or account information. Please be careful and responsible whenever you're online.

**6. Commitment to keep privacy of customer information.**

E-commerce trading floor of Vietnamworks has technical measures and appropriate security to prevent unauthorized access and illegal to your personal information, or the loss, destruction and damage to information accidentally. When E-commerce trading floor of Vietnamworks crawlers through websites, E-commerce trading floor of Vietnamworks collect your personal data on a secure server. E-commerce trading floor of Vietnamworks uses a firewall on the machine chu. When E-commerce trading floor of Vietnamworks retrieve data card electronic payment, E-commerce trading floor of Vietnamworks will use encrypted using Secure Socket Layer (SSL). Although E-commerce trading floor of Vietnamworks can not guarantee 100% secure, hackers also hard to decipher your data. You should not send the full details of your credit or debit card without encryption for E-commerce trading floor of Vietnamworks. E-commerce trading floor of Vietnamworks protects and maintains physical, electronic and procedures associated with the collection, storage and disclosure of your information. Process protection of E-commerce trading floor of Vietnamworks may occasionally request proof of identity before disclosing any personal information Are you responsible for the protection from unauthorized access to confidential Export and your computer.

Personal information of members on E-commerce trading floor of Vietnamworks are absolutely committed to policies protecting personal information in E-commerce trading floor of Vietnamworks. The collection and use of information by each member shall be made only upon the consent of the customer, except in the case of other legal provisions.

- Not to use, transfer, provide or disclose to any third party about personal information of members without permission from the members.
- In the case that host information attacked by hacker resulting in the loss of personal data of member, E-commerce trading floor of Vietnamworks shall be responsible for

informing the matter to the authorities to carry out the investigation promptly and inform members.

- Management Board of E-commerce trading floor of Vietnamworks requires individuals to register as a member, to provide full information regarding such individuals: full name, contact address, email, identity card number, phone number etc and shall be responsible for the legality of the above information. Management Board of E-commerce trading floor of Vietnamworks shall be not responsible for resolving all complaints related to the rights of members if it deems as that all personal information provided by that member when the initial registration is incorrect.

**7. Overview**

E-commerce trading floor of Vietnamworks may modify this Privacy Policy at any time by posting the modification terms on website.

**VII. MANAGEMENT OF BAD INFORMATION**

- All the following rules applied to pre-test and post-test stages of BQT Vietnamworks if it detects their violations during operation to aim at creating a safe, healthy and fair environment to all Members and members are operating in Vietnamworks.
- Therefore BQT Vietnamworks recommends that Members should learn these rules carefully before posting any information to avoid non-intentional violations. These new regulations will be constantly updated Leaders based on an analysis of market, community, the problems arising during operation and they are effective immediately when posted on the website of E-commerce trading floor of Vietnamworks.

Item	Regulations	Description	Form of handling	
			Level 1	Level 2
<b>ACCOUNT</b>	Name of Account	Account name related to Vietnamworks, the nicks imitating BQT Vietnamworks such as: Admin Vietnamworks,	Account not approved	

		<p>Webmaster, combined with the avatar with a image that is Vietnamworks' logo and considered as an account imitating Vietnamworks.</p> <p>Account name is misleading and irritable, violating habits and customs of Vietnamese</p>		
	Avatar	<p>Avatars use offensive images with pornographic, political, regional nature that have no copyright, contrary to the culture and traditions of Vietnamese</p> <p>Avatar represents recruitment companies violating the intellectual property assets of other companies.</p>	Account temporarily locked the for one week & Require to change avatar	Account locked until it complies with requirements
	Contact infomation	Contact information is not clear, including a contact name, phone number, address, email address	Remind & Guide	Account locked until it complies with requirements
<b>RECRUITMENT CONTENT</b>	Post title	<p>Post title shall state information as follows:</p> <p>Candidates: Post title shall be job position that candidates apply for.</p> <p>Employer: Post title shall be job positions that employers are looking for</p>	Refuse to approve & Remind	
	Job Description	In the job description, job description may be presented in	Approve but delete contact	

		<p>Vietnamese and/or English.</p> <p>When it is presented in Vietnamese, the language must have signs, not abbreviated, not used teen language, chat language that confuse readers.</p> <p>Job description shall indicate the characteristics of jobs, not described sketchily or not described. It must complete contents listed. Every job description violating the above provisions are not approved to post, or approved to posted but contact information will be deleted by Vietnamworks.</p>	<p>information.</p> <p>Refuse to approve and remind.</p>	
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## VIII. MANAGE INFORMATION ON WEBSITES AND APPLICATIONS

**Visit Website VietnamWorks.com.** You are responsible for providing all hardware, software, telephone numbers or other communication devices and/or services connected to the Internet and accessing the VietnamWorks.com Website, and are responsible for paying all Internet access fees, telephone charges or other charges incurred during the connection to the Internet and access to the VietnamWorks Website.

**User ethics.** When using VietnamWorks' Services and accessing the VietnamWorks Website, you are fully aware of the following prohibitions:

1. Against the State of the Socialist Republic of Vietnam, undermining the unity of the whole people, propagating, distorting, inciting or providing information against the State of Vietnam;
2. inciting violence, propagating wars of aggression, causing hatred between ethnic groups and peoples of other countries, inciting obscenity, depravity, crimes, social evils, superstitions, sabotage of the nation's fine customs and customs;
3. Disclosure of state secrets, military, security, economic, foreign affairs and other secrets prescribed by law;
4. Distorting, slandering or insulting the prestige of the organization, the honor, dignity and prestige of citizens;

5. Advertising and propagating goods and services on the list of prohibited goods and services prescribed by law;
6. Addressing political and religious issues;
7. Using uncultured words that violate Vietnam's moral traditions;
8. Restrict or inhibit other users from using and enjoying interactive features;
9. Send or transmit information that is unlawful, threatening, abusive, libelous, defamatory, pornographic, unaesthetic, offensive or otherwise indecent information of any kind, including but not limited to the dissemination of information that contributes to or encourages criminal activity, gives rise to civil liability, or violates local laws, state, national or international;
10. Transmit or transmit any information, software, or other material that infringes or infringes the rights of others, including material that infringes on privacy or publicity, or material protected by copyright, trade name or other proprietary rights, or derivative products without the permission of the owner or person with legal rights;
11. Send or transmit any information, software or material that contains viruses or other harmful components;
12. Alter, damage, or delete any content or other media that is not owned by you, or interfere with others' access to the VietnamWorks Website;
13. Disrupt the normal flow of information in an interactive area;
14. A statement that you are affiliated with or speak for a business, association, institution, or other organization that you are not authorized to declare such affiliation;
15. Committing cyber attacks, cyber terrorism, cyber espionage, cyber crimes; causing incidents, attacking, infiltrating, hijacking, falsifying, interrupting, stalling, paralyzing or sabotaging information systems;
16. Use the VietnamWorks Website for any unlawful purpose, including but not limited to violating any rules, policies or user manuals of your Internet service provider or online services.

**Bulk and Automated Account Registration.** Accounts that are automatically and/or systematically registered in large quantities, in the Company's sole discretion, are considered to be in violation and will be subject to the violations in accordance with the provisions of these Terms and Conditions.

**Operating for improper purposes.** Any misuse and/or use of the VietnamWorks website for the purpose of recruitment, job prospecting, in the sole discretion of the Company, will be considered a violation and will be subject to penalties in accordance with these Terms and Conditions.

**Disturb other users.** The company aims to create a free and healthy environment for recruitment and job search for all users. When using the Vietnamworks Website, you need to

carefully consider the content you put on the interactive area and the feedback to other users. If the Company receives a report of any harassing behavior (including but not limited to threatening behavior, giving empty content or random strings of characters/words that do not make sense and/or are not related to reasonable interactive content), spamming, using deceptive forms to attract attention or for commercial marketing purposes) that interfere with the use of the service, hinder access to information, bring discomfort to other users, the Company, immediately, has the right to suspend the provision of the service without notice and/or refund the user who is reported for wrongdoing for investigation and handling in accordance with the provisions of these Terms and Conditions.

**Ask applicants to pay money.** The company does not collect money from users participating in the application. The employer's collection of money from applicants is completely prohibited in accordance with current Vietnamese law. You will strictly comply with these regulations. In certain special circumstances where the applicant is required to pay any cost of goods/services to you or your Company or any other third party in accordance with the provisions of the law (such as the cost of immigration procedures to work in another country, work permit costs, vocational training costs...) in order to be able to recruit and work for you and/or your company, information about these expenses must be disclosed in the job posting.

If the Company detects or receives feedback from other users about any collection request related to you and/or your Company that is not in accordance with the above provisions, the Company, immediately, reserves the right to suspend the provision of the relevant service without notice and/or refund you for investigation and handling of the violation as prescribed in these Terms and Conditions.

In the event that you are asked by any user to pay any money in connection with your application or working for them, you need to use your best judgment in researching and evaluating all information and carefully consider before deciding to pay. The Company shall not be liable for any damages or risks or losses of any kind that may be incurred by the user when making decisions regarding the interaction with other users, whether or not through the VietnamWorks Website.

## **IX. THE RESPONSIBILITIES IN CASE OF ARISING TECHNICAL ERRORS**

- E-Commerce Trading Floor of VIETNAMWORKS commits to make effort to ensure the safety and stability of the entire technical system. However, in case of an incident caused by E-Commerce Trading Floor of VIETNAMWORKS. VIETNAMWORKS will immediately adopt measures to ensure the rights for customers.

- When making transactions on floor, it is compulsory for members to comply with instruction procedures.
- Management Board of E-Commerce Trading Floor of VIETNAMWORKS commits to provide the best service quality to members participating in transactions. Where it arises a technical error, software error or other errors resulting in that Members can not operate, then Members shall notify Management Board of E-Commerce Trading Floor of VIETNAMWORKS: Tel: (08) 5404 1373.
- However, Management Board of E-Commerce Trading Floor of VIETNAMWORKS will not be responsible in case that Management Board does not receive the notification of Members that arising from technical errors, transmission error, software error or other errors not caused by the Management Board.

## **X. QUYỀN VÀ TRÁCH NHIỆM CỦA BQL WEBSITE TMĐT VIETNAMWORKS.COM**

### **1. [Rights of VIETNAMWORKS E-commerce Trading floor](#)**

1. VIETNAMWORKS e-commerce trading platform will provide services for
2. Members participate after completing the procedures and mandatory conditions including (but not limited to) the information that Members intend to post on the VIETNAMWORKS E-commerce Trading floor.
3. In case there are grounds to prove that the information provided by the Member to VIETNAMWORKS E-commerce Trading floor is inaccurate, false, incomplete or violates the law or fine customs of Vietnam, VIETNAMWORKS E-commerce Trading floor has the right to refuse, suspend or terminate the Member's right to use the service.
4. VIETNAMWORKS E-commerce Trading floor may terminate the Member's rights and the right to use one or all of the Member's services and will notify the Member within at least one (01) month in case the Member violates the Regulations of the VIETNAMWORKS E-commerce Trading floor or has acts affecting business activities on the E-commerce Trading floor VIETNAMWORKS.
5. VIETNAMWORKS E-commerce Trading floor may immediately terminate the Member's right to use the service and rights if VIETNAMWORKS E-commerce Trading floor detects that the Member has gone bankrupt, been convicted or is in the process of serving a sentence, in case the Member continues to operate that may harm VIETNAMWORKS E-commerce Trading floor and has fraudulent activities, counterfeiting, causing market



disturbances, causing disunity to other members of the VIETNAMWORKS E-commerce Trading floor, activities that violate current laws of Vietnam.

6. In the event of termination of membership rights and the right to use the service, all certificates and rights of the member granted will automatically cease to be valid and terminated.
7. VIETNAMWORKS E-commerce Trading floor is not responsible when Members/users take other people's emails for the purpose of spamming, sabotaging or sending bad and depraved content, affecting the owner of that email. Violations of the law Members/users will be responsible for themselves before the law. VIETNAMWORKS E-commerce Trading floor has the right to delete and lock accounts that violate the use agreement without prior notice.
8. VIETNAMWORKS E-Commerce trading floor only serves as a place for employers to post job opportunities and candidates to post job applications and does not prevent or censor the listings given. VIETNAMWORKS e-commerce trading platform is not involved in the actual transaction process between the employer and the candidate. As a result, the Company has no control over the quality, safety or legality of the job or job application posted, the authenticity or accuracy of the list given, the employer's ability to provide work to the candidate or the candidate's ability to apply for the job. In addition, Members/users should take note of the dangers that may occur when using VIETNAMWORKS E-commerce Trading floor, including but not limited to the danger of being physically assaulted, involving strangers, foreign nationals, underage persons or those who make false claims. Members should understand that all dangers related to other users that Members contact through the VIETNAMWORKS E-commerce Trading floor site are completely the Member's sole problem, VIETNAMWORKS E-commerce Trading floor will be completely unrelated to any of the dangers mentioned above occurring and/or may occur to the Member.
9. VIETNAMWORKS E-commerce Trading floor is not legally responsible and at the same time does not control the information provided by other Members/Users through the VIETNAMWORKS E-commerce Trading floor page. Naturally, other people's information can be offensive, harmful, inaccurate, and in some cases will be misnamed or pretended to be misnamed.
10. VIETNAMWORKS E-commerce Trading floor is not considered an employer, and VIETNAMWORKS E-commerce Trading floor will not be responsible for any decisions made on the job, for whatever reason, by any organization that posts jobs on the VIETNAMWORKS E-commerce Trading floor.

## 2. [Obligations of VIETNAMWORKS E-commerce Trading floor](#)

- i. VIETNAMWORKS E-commerce Trading floor is responsible for building the Trading floor including a number of main tasks such as: research, design, procurement of hardware and

- software equipment, Internet connection, development of policies for the operation of VIETNAMWORKS E-commerce Trading floor within the permitted conditions and scope.
- ii. VIETNAMWORKS E-commerce Trading floor will deploy and cooperate with partners in building a system of services and utility tools for transactions of participating members and users on VIETNAMWORKS E-commerce Trading floor.
  - iii. VIETNAMWORKS E-commerce Trading floor is responsible for building and supplementing a system of knowledge and information about: e-commerce operations, domestic and international commercial legal document systems, foreign markets, as well as news related to the operation of VIETNAMWORKS E-commerce Trading floor.
  - iv. VIETNAMWORKS E-commerce Trading floor will carry out activities to promote and promote VIETNAMWORKS E-commerce Trading floor to foreign markets within the scope and conditions allowed, contributing to expanding and connecting to meet the Members' job search and development needs in foreign markets and the needs of companies looking for appropriate candidates to recruit employees.
  - v. VIETNAMWORKS E-commerce Trading floor takes timely measures when detecting or receiving feedback about the Member's information/posting that such information/posting is untrue and/or violates the law, Regulations and/or violates the law on the E-commerce Trading floor.
  - vi. VIETNAMWORKS e-commerce trading platform will support state management agencies to investigate illegal business acts, provide registration information, transaction history and other documents about subjects who violate the law on the e-commerce trading floor.
  - vii. VIETNAMWORKS E-commerce Trading floor will try to the highest extent and conditions possible to maintain the normal operation of VIETNAMWORKS E-commerce Trading floor and overcome problems such as: technical problems with machines, software errors, internet connection systems, human resources, etc social upheavals, natural disasters, power outages, decisions of state agencies or a third related organization. However, if the above incidents occur out of control, are force majeure cases that cause damage to members, VIETNAMWORKS E-commerce Trading floor is not jointly responsible.
  - viii. Register to set up a website to provide e-commerce trading floor services according to regulations and publish the registered information on the website homepage.
  - ix. Develop and publicly announce on the VIETNAMWORKS e-commerce trading floor the operating regulations of the e-commerce trading floor according to the provisions of Article 38 of Decree 52/2013/ND-CP; monitor and ensure the implementation of such regulations on e-commerce trading floors.
  - x. Request traders, organizations and individuals who are members on the e-commerce trading floor to provide information as prescribed in Article 29 of Decree 52/2013/ND-CP when registering to use the service.
  - xi. Establish an inspection and supervision mechanism to ensure that the provision of information of members on the e-commerce trading floor is carried out accurately and completely.

- xii. Store registration information of traders, organizations and individuals participating in the e-commerce trading floor and regularly update relevant changes and supplements.
- xiii. Apply necessary measures to ensure the safety of information related to business secrets of traders, organizations and individuals and personal information of members.
- xiv. Take timely handling measures when detecting or receiving reports of illegal business acts on e-commerce trading floors.
- xv. Assist state management agencies in investigating illegal business acts, provide registration information, transaction history and other documents on subjects committing illegal acts on e-commerce trading floors.
- xvi. Publicly announce the mechanism for resolving disputes arising in the process of transactions on e-commerce trading floors. When members on the e-commerce trading floor have conflicts with each other (between candidates and employers or vice versa) or their legitimate interests are harmed, they will provide members with information about candidates/employers, actively support members to protect their legitimate rights and interests.
- xvii. Request traders, organizations and individuals on the e-commerce trading floor to provide information as prescribed
  - The name and address of the head office of the trader or organization or the name and permanent residence address of the individual.
  - The number, date and place of issuance of the trader's business registration certificate, or the number, date of issuance and the unit issuing the establishment decision of the organization, or the individual's personal tax identification number.
  - Phone number or another online contact method.
- xviii. Prevent and remove from the website information on the sale of goods and services on the list of goods and services banned from business in accordance with the provisions of law and goods restricted from business such as:
  - Hunting guns and shotgun ammunition, sporting weapons, combat gears;
  - Cigarettes, cigars and other forms of finished tobacco;
  - Alcohol of all kinds;
  - Rare and precious wild plants and animals, including live animals and their processed parts;
  - Other goods restricted from business as prescribed by law.
- xix. Remove from the website information on the sale of counterfeit goods, counterfeit goods, smuggled goods, goods infringing on intellectual property rights and other goods and services in violation of the law when detecting or receiving authentic reflections on such information.
- xx. Require sellers of goods and services on the list of goods and services subject to conditional business on their websites to provide certificates of eligibility for business for such goods and services (in cases where the law requires a certificate of eligibility for business).

## **XI. RIGHTS AND RESPONSIBILITIES OF THE PARTIES PARTICIPATING IN THE WEBSITE/APPLICATION PROVIDING E-COMMERCE SERVICES VIETNAMWORKS.COM**

### **1. Member Rights**

1. When registering to become a Member of VIETNAMWORKS E-commerce Trading floor and approved by VIETNAMWORKS E-commerce Trading floor, Members will be granted a unique registered name and password to use services such as creating and posting profiles to apply for job positions that Members feel are suitable and/or receive newsletters or job suggestions according to the Member's profile to the email address registered with VIETNAMWORKS E-commerce Trading floor
2. Members, manage their profiles and information about their positions on the Vietnamworks E-commerce Trading floor
3. Members will be instructed by the staff of VIETNAMWORKS E-commerce Trading floor to use tools and features for building job registration information, and using utility services on VIETNAMWORKS E-commerce Trading floor.
4. Members will be able to enjoy preferential policies provided by VIETNAMWORKS E-commerce Trading floor or third-party partners on VIETNAMWORKS E-commerce Trading floor. These preferential policies will be resolved by VIETNAMWORKS E-commerce Trading floor (if any) and will be posted directly on VIETNAMWORKS E-commerce Trading floor or sent directly to Members.
5. Members have the right to contribute opinions to VIETNAMWORKS E-commerce Trading floor during operation. Petitions are sent directly by mail or email to VIETNAMWORKS E-commerce Trading floor.

### **2. Member's Obligations**

1. Members shall be solely responsible for the security, retention and all activities of using the service under their registered name, password and email box. Members are responsible for promptly notifying VIETNAMWORKS E-commerce Trading floor of unauthorized use, abuse, security violations, retention of their registered name and password for the two parties to cooperate in handling.
2. Members commit that the information provided to VIETNAMWORKS E-commerce Trading floor and the information posted on VIETNAMWORKS E-commerce Trading floor are accurate and complete. Members agree to keep and change the information on the VIETNAMWORKS E-commerce Trading floor to be up-to-date, accurate and complete.
3. As a user, the Member should be responsible for his or her own communication and be responsible for the results of the posting. Members are not allowed to do things such as: posting copyrighted content if the User is not the copyright owner or does not have permission from the copyright owner to post it; posting content that discloses trade secrets if

the Member is not the owner or without the permission of the owner; post content that infringes any other intellectual property rights of others or infringes the security or public rights of others; post content that is obscene, defamatory, threatening, harassing, insulting, hateful or disruptive to other users or any other person or entity; posting information that does not have a topic or has a special topic; posting a sexually explicit image or content; posting advertisements or inciting business or posting content containing viruses, Trojans, time bombs... or other computer processes or programs for the purpose of destroying, impeding, defrauding or misappropriating any system, data or information.

4. Members are responsible for the content, images of corporate information and other information as well as the entire transaction process with partners/candidates on the VIETNAMWORKS E-commerce Trading floor.
5. Members must comply with the provisions of the law on payment, advertising, promotion, protection of intellectual property rights, and other relevant provisions of law when participating in the E-commerce Trading floor.
6. Members commit and agree not to use the services of VIETNAMWORKS E-commerce Trading floor for illegal, unreasonable, fraudulent, threatening, illegal information leakage, sabotage, creating and spreading viruses that cause damage to the system, configuration and information transmission of VIETNAMWORKS E-commerce Trading floor. In case of violation, the Member shall be responsible for their acts before the law.
7. Members undertake not to change, modify, copy, disseminate, distribute, provide and create similar tools of services provided by VIETNAMWORKS E-commerce Trading floor to a third party without the consent of VIETNAMWORKS E-commerce Trading floor in this Regulation.
8. Members are not allowed to act to discredit VIETNAMWORKS E-commerce Trading floor in any form such as causing disunity among Members by using a second registered name, through a third party or propagating and disseminating information that is not conducive to the reputation of VIETNAMWORKS E-commerce Trading floor.
9. Posting any incomplete, incorrect or inaccurate biographical information or information that is not an accurate job application of the Member (individuals seeking work on a full-time or part-time basis)
10. Use the application data of Vietnamworks E-commerce Trading floor for any other purpose as an employer looking for candidates, including but not limited to using the information in this database to sell or recommend any products or services. Send letters or emails, make calls or send solicitation faxes related to the promotion and/or advertising of products or services to other Members of Vietnamworks E-commerce Trading floor.
11. The Member acknowledges and agrees that the Member shall be responsible for the form, content and accuracy of any job application or documents contained therein posted by the Member on the Vietnamworks E-Commerce Trading floor..

## **XII. PROVISIONS APPLIED**

- Any dispute arising between E-Commerce Trading Floor of VIETNAMWORKS and Member will be resolved on the basis of negotiation. Where no agreement is reached as expected, then one of parties has right to bring the dispute to the competent People's Court to resolve.
- The Regulation of E-Commerce Trading Floor of VIETNAMWORKS officially takes effect from the date of posting on website of E-Commerce Trading Floor of VIETNAMWORKS. E-Commerce Trading Floor of VIETNAMWORKS has the right to adjust and change this Regulation to conform with operation practice and shall be responsible for informing Members to know on E-Commerce Trading Floor of VIETNAMWORKS. Amended Regulation takes effect from the date of amendment notification. Members' continuous use of the services after the Amended Regulation be published and implemented, it means that they have accepted this amended Regulation.
- E-Commerce Trading Floor of VIETNAMWORKS and Member agreed to commit to comply with the terms of the content of this Regulation.
- Any argument, claim or dispute arising from or relating to these Terms and Conditions will be taken to and finally resolved by confidential and personal arbitration before taking it to a arbitration in Ho Chi Minh City and governed by the law of Vietnam. Arbitrators must be legally trained, they shall have experience in the field of information technology in Vietnam and be independent for each party. As mentioned, E-Commerce Trading Floor of VIETNAMWORKS has the right to protect intellectual property right and confidential information through recommendation or similar directives from the court.
- Members shall compensate and E-Commerce Trading Floor of VIETNAMWORKS (and officers, directors, agents, subsidiaries, joint ventures and staffs of E-Commerce Trading Floor of VIETNAMWORKS) are not subject to any compensation claim, including attorneys' fee of any third party due to or arising from that Member violates this Agreement or violates any law or right of third party.

- NO AGENT: No relationships of agents, joint ventures, staffs, employers or concession, rights created by this Agreement.
- E-Commerce Trading Floor of VIETNAMWORKS sends notice to Members by email to the email address that provided by Member to E-Commerce Trading Floor of VIETNAMWORKS during registration. Notice will be deemed as received within 24 hours after the email is sent, unless the sender notified that the email address is not valid. In addition, E-Commerce Trading Floor of VIETNAMWORKS may provide members with legal notices by mail to the address provided during registration. Notice sent to members by mail shall be deemed as received after three days from the date of mailing.
- In addition to legal measures, E-Commerce Trading Floor of VIETNAMWORKS may immediately terminate these Terms and Conditions or cancel any or all rights of members granted under the Terms and Conditions without notifying Members in advance. When this Agreement terminated, Member shall immediately cease the access and use of website, and E-Commerce Trading Floor of VIETNAMWORKS, in addition to legal remedies, immediately withdraw all passwords and confirm the account issued to Members and deny access and use of website partly or wholly. The termination of this agreement will not affect the respective rights and obligations (including but not limited, payment obligations) of the parties arising before the date of termination. Furthermore, Members agree that Website shall not be liable to Member or any other person about any results of any suspension or termination. If member are dissatisfied with E-Commerce Trading Floor of VIETNAMWORKS or any other terms, conditions, rules, policies, instructions, or practices of NAVIGOS GROUP VIETNAM JOINT STOCK COMPANY to operate website, then only remedy is to discontinue using the website.

### **XIII. COMMITTED PROVISIONS**

**TRADING FLOOR/E-COMMERCE WEBSITE [WWW.VIETNAMWORKS.COM](http://WWW.VIETNAMWORKS.COM)**

Official contact address of the website/application providing e-commerce services  
**vietnamworks.com:**

- **vietnamworks.com**
- Company/Organization : Navigos Group Vietnam Joint Stock Company
- Address: 20th Floor, E.Town Central Building, 11 Doan Van Bo, Ward 13, District 4, Ho Chi Minh City. Ho Chi Minh City, Vietnam
- Tel: (84 28) 5404 1373 Fax: Email:
- Hotline: