

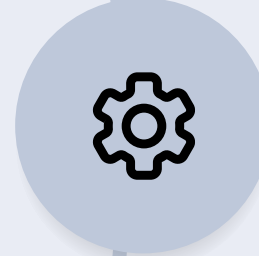
6S COMPETITION PROGRAM 2026 EDITION



01 Program Objectives



02 Award Criteria and Violation Handling



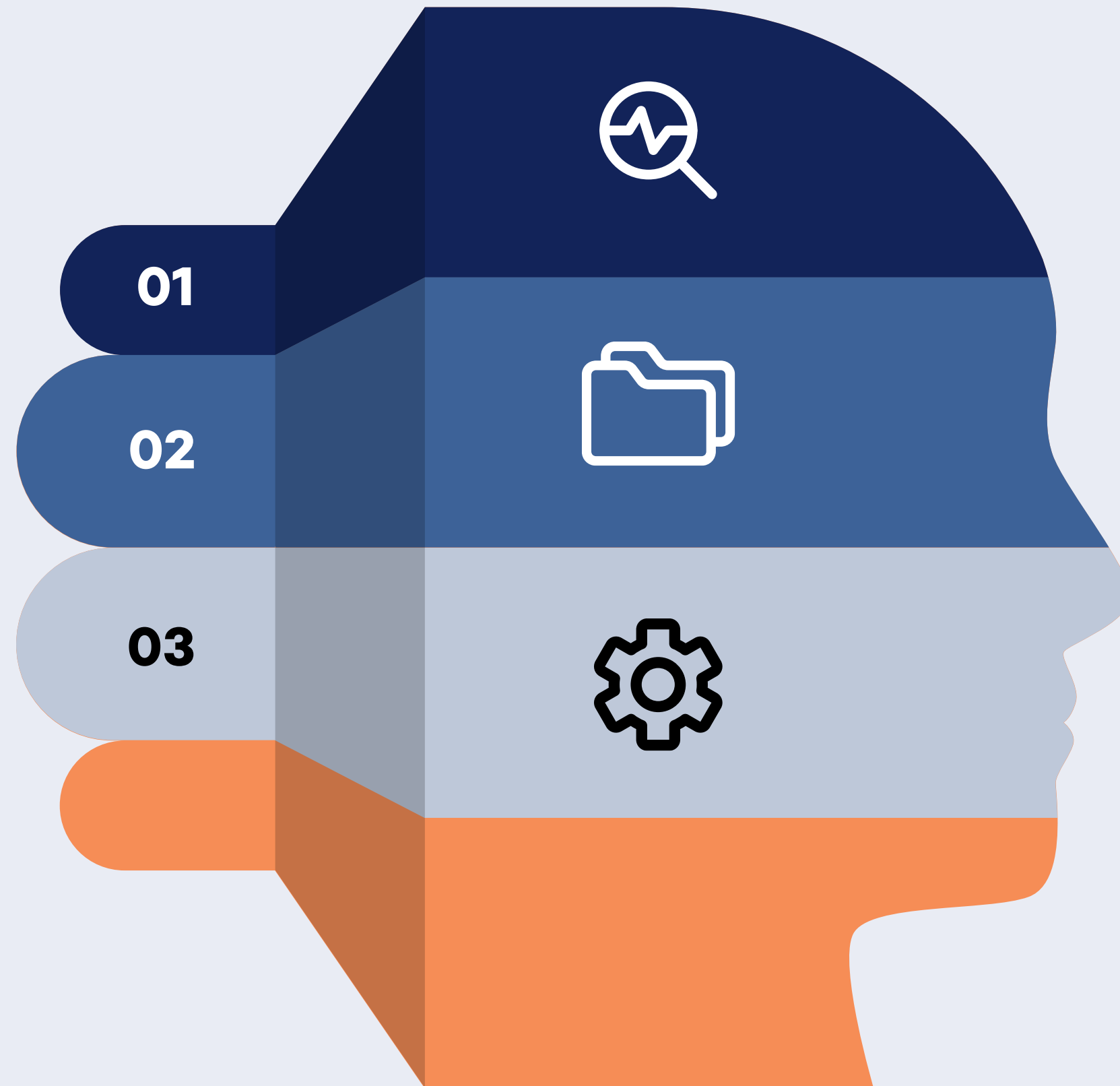
03 Monthly Timeline



04 6S Team Allocation



**05 Scoring Method
Scoring Rules
Final Score Calculation**



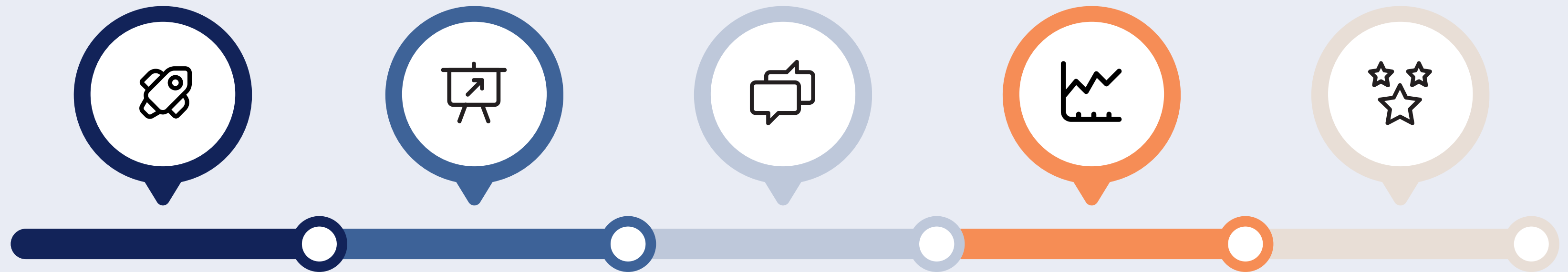
Program Objectives

Promote a proactive mindset in maintaining a tidy, clean, and safe workplace every day

Foster a professional and civilized working environment where every individual feels proud to be part of the organization

Recognize and replicate outstanding teams, contributing to the sustainable development of the 6S culture

Monthly Timeline



01

Before 03rd of each month

HR will kick off 6S program (via standing meeting, announcements, etc.).

02

Set 6S wallpaper

Setting desktop wallpaper for all IMV employees to the 6S remind picture (fixed)

03

HR check

HR random check daily and remind

04

From 25th to 27th of each month

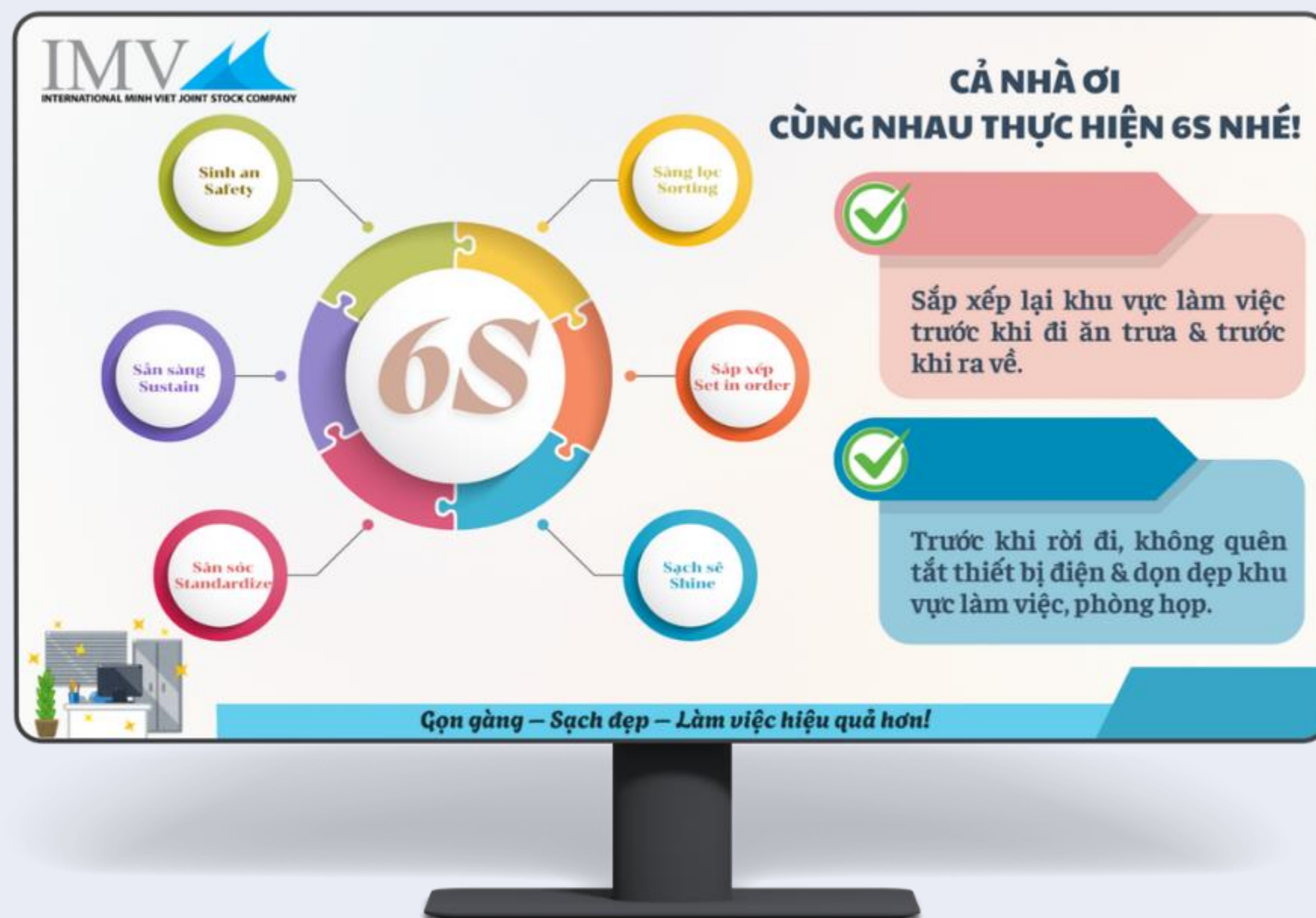
Teams submit their 6S violation reports to Ms. Linh (HR)

05

Results

Results will be announced in standing meeting at the beginning of the following month

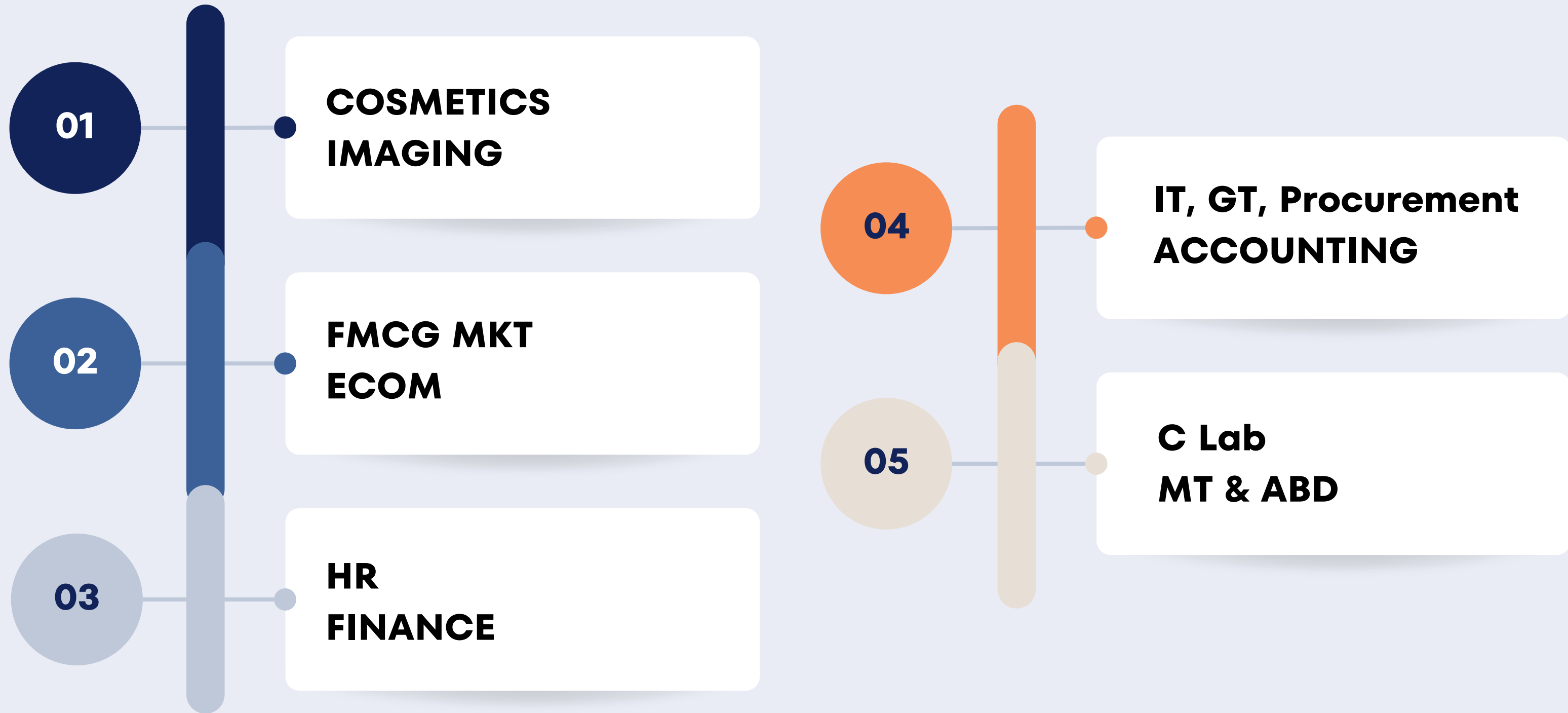
6S desktop wallpaper



Example Violation pictures



6S Team Allocation



Scoring Method

01

Cross-evaluation: Each 6S team will evaluate another team (as per the assigned list)

02

Evaluations must include photo evidence of the inspected areas. The use of timestamp-enabled camera apps is encouraged

03

Violating employees must sign the violation record (provided by HR).
If employee refuses to sign, team Manager must sign instead and will receive double penalty points.

04

Additionally, HR will conduct 02 random inspections per month and violations will be recorded for respective cross-checking teams.

**Each employee
violation: –1 point**

**Each 6S Manager
violation: –2 points**

**Each team starts with
10 points per month**

**Teams identifying
violations in other teams
will receive bonus points
equivalent to the deducted
points of violating team**

Scoring Rules

Final Score Calculation

**Final score = Remaining
points after deductions
+ Bonus points (if any)**

**Team with the highest
final score will be the
monthly 6S winner**

**In case of a tie, team
whose Manager has
fewer deducted points
will be ranked higher**



Award Criteria and Violation Handling

Award Criteria

01

Monthly recognition will be given to department that demonstrates the best 6S performance, consistently follows 6S guidelines and actively participates in the program (scoring, submitting results on time, etc.)

02

Teams that achieve the highest 6S score for **03 consecutive months** will receive a reward a Grab voucher 2mil VND

Violation Handling

01

Individuals who do not fully comply with 6S regulations will receive private, one-on-one coaching from their Department Manager to support their professional development
Any individual found in violation must submit a written statement confirming their commitment not to repeat the same mistake.

02

For inappropriate behaviors related to 6S, the company will record and provide feedback for improvement, while applying point deductions to the department's 6S performance score



6S GUIDELINE



6S Method



AT COMMON

- In the common area: Keep the printer, photocopier, and other equipment tidy and organized, along with used papers, etc.
- Pantry & Meeting Room: Keep stuff tidy and in their proper place, and maintain general cleanliness.
- Storage Area: Each department's goods should be securely packed in boxes and neatly arranged in their designated area.
- Adjust the curtains so they are aligned and equal in length. Employees are requested not to open or close the curtains without permission.
- The Reception Area should be free of goods and clean; mails should be neatly arranged on the table



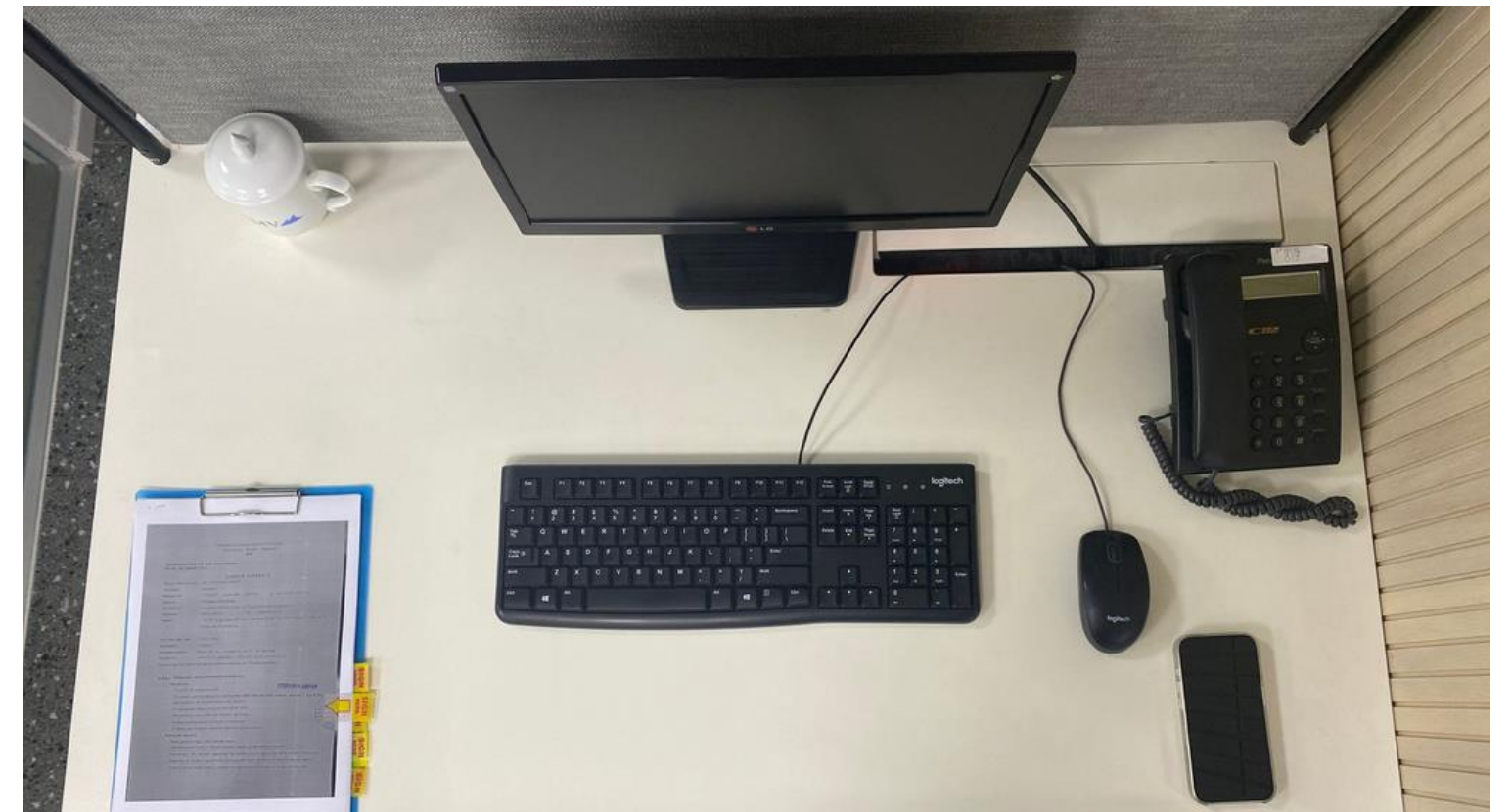
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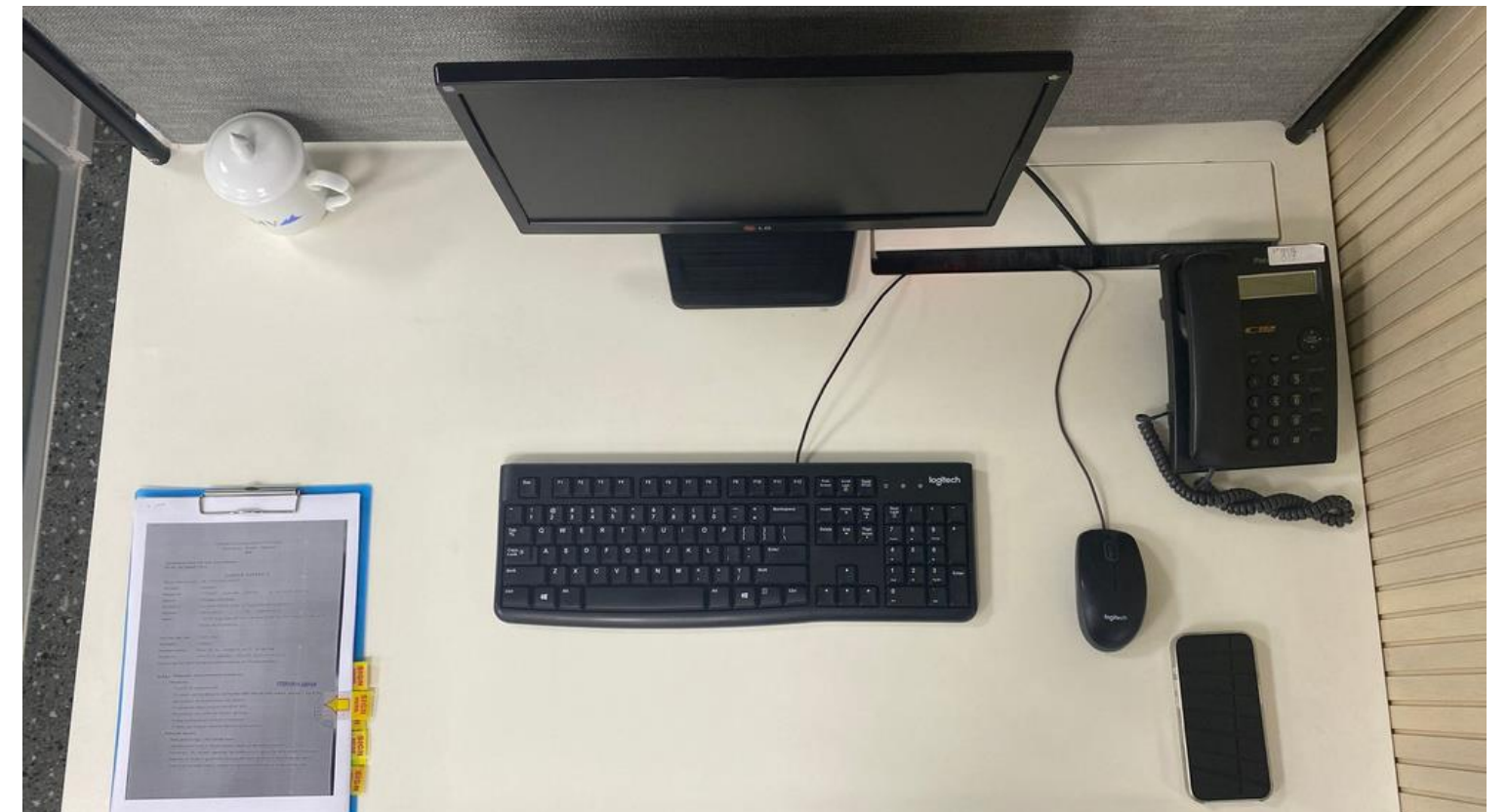
AT WORKING STATION

- Allowed items: computer, keyboard, mouse, phone, one water cup, and documents in use.
- Each employee's cabinet must be organized according to regulations.
- The space under the desk and the top of the cabinet must be clear and clean.
- The trash bin must be placed in the correct position, kept clean before leaving, and can not contain leftover food or smelly garbage.



AT WORKING STATION

- Do not place pen holders, photo frames, calendars, dolls or other decorative items on the table.
- Do not place bottles, jars, bags, slippers, personal belongings, etc., under the desk.
- Do not hang coats, place handbags, or rest cushions on the chair.
- Do not go barefoot, wear slippers, sit with your legs on the chair, or run and play during working hours.
- Do not eat at the workplace; use the designated area for meals and breaks.
- Do not sleep on the floor with sleeping mats, sleep in the meeting room, or lie down on chairs to sleep



✓ 6 DOs

1. Keep the workplace clean and tidy

2. Close all drawers after use

3. Notify Maintenance dept. when notice any damage to the building or equipment

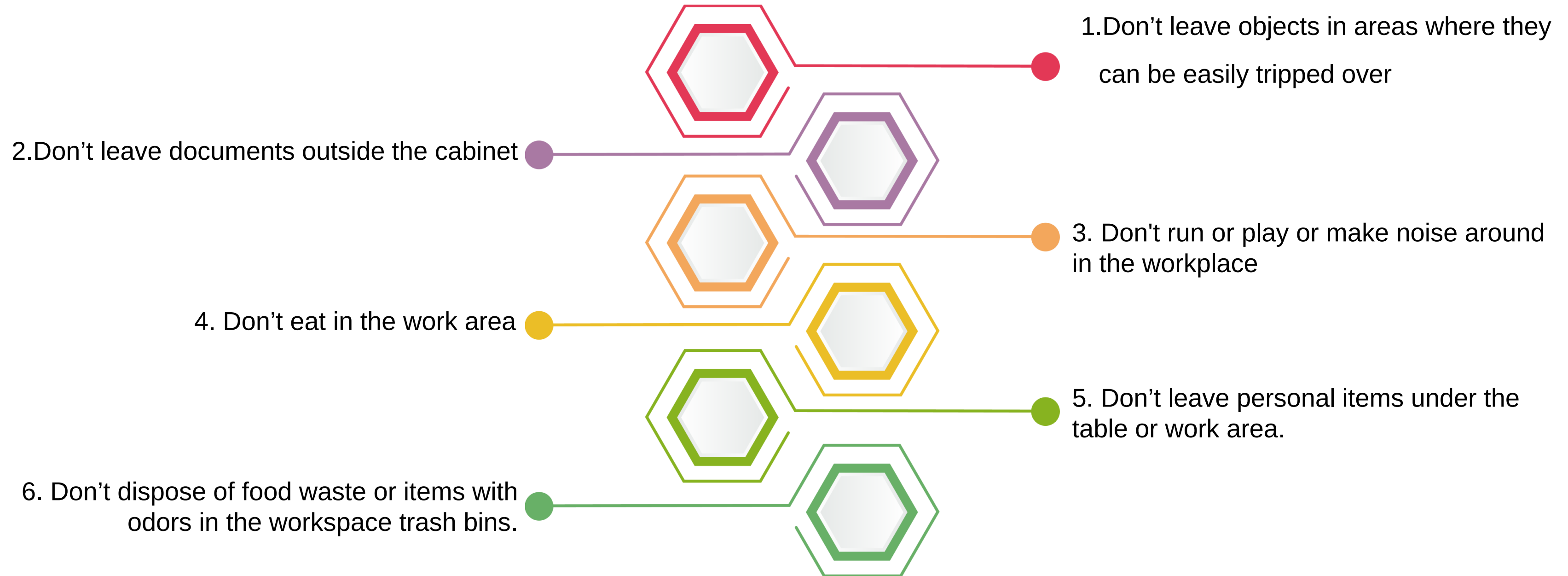
4. Organize office supplies and personal items according to the regulations.

5. Keep printer, fax, photocopy area, etc., tidy and organized.

6. Place the chair directly under the desk and put personal items in the drawer after work hours.



6 DONOTs



A. 6S AT WORKING STATION



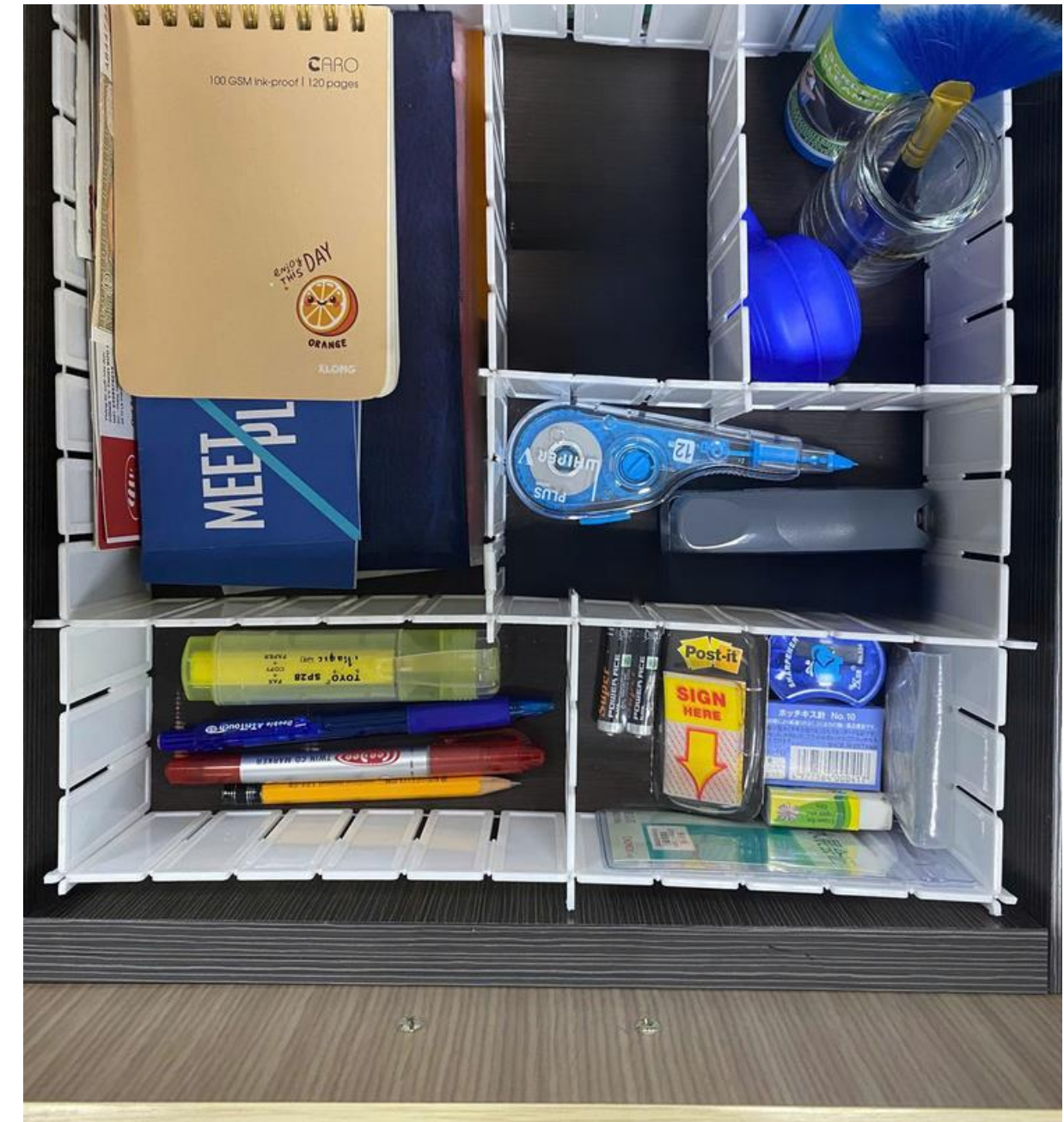
THE AREA AROUND THE WORKSTATION

- Sort and set in order the items needed for work. Items to be stored should be placed in the storage area, and items no longer in use should be discarded.
- Set in order the items in cabinet based on the frequency of use.
- Only place items in the 3 drawers, DO NOT place items on top of the cabinet (red-circled area).



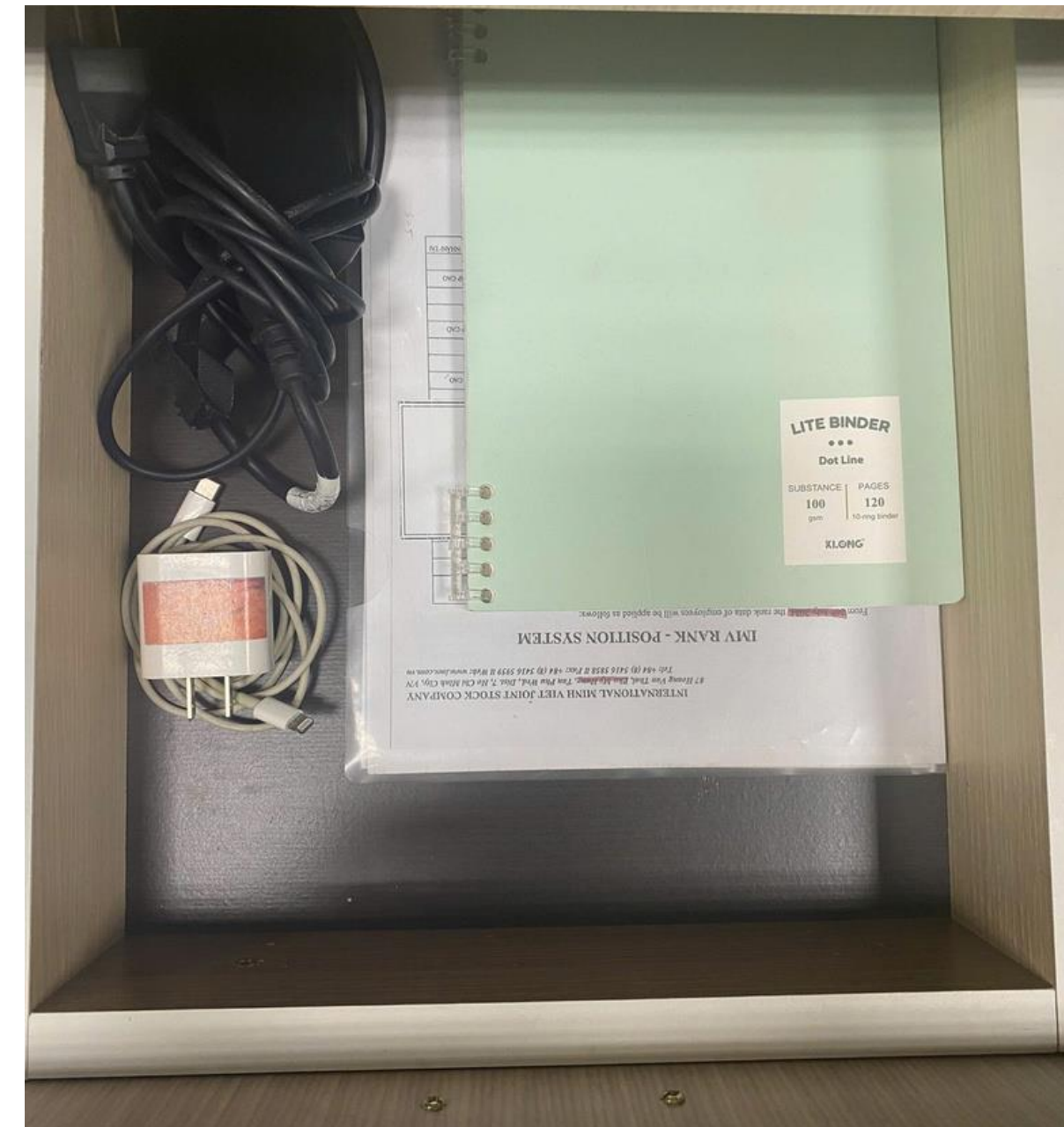
ORGANIZE THE ITEMS IN CABINET

- Drawer 1: items used daily for work purposes.
Ex: office supplies, note book etc.
- Note: Each item should have only 1-2 pieces.



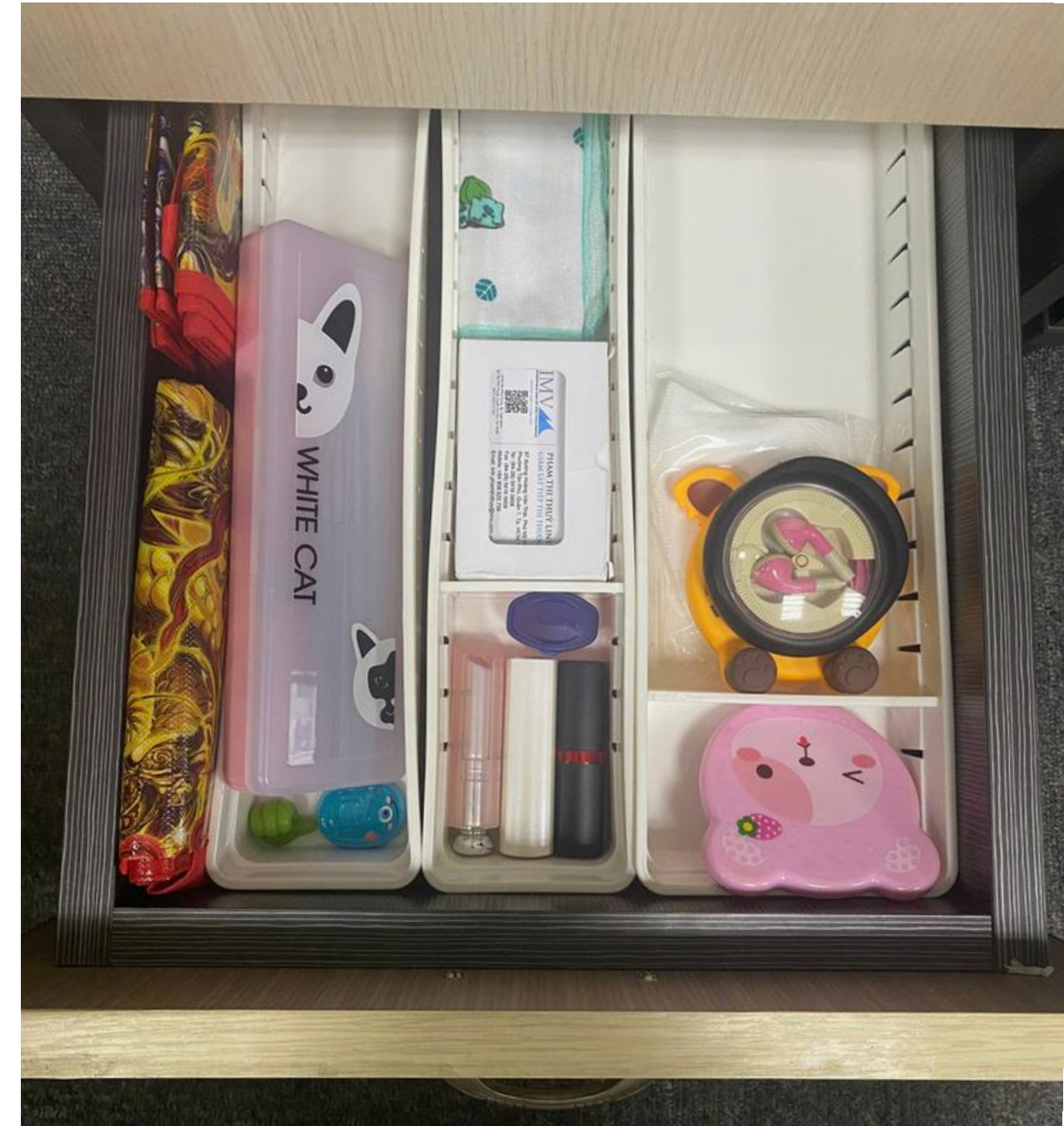
ORGANIZE THE ITEMS IN CABINET

- Drawer 2: documents, items with less frequent use, 2-3 times/ week for work purposes, laptop charger and phone charger (if any).
- Ex: documents, charger. etc.



ORGANIZE THE ITEMS IN CABINET

- Drawer 3: other work-related items or personal items brought to work daily.
Ex: handbags, face masks, tissues, etc.
- Oversized personal items (such as large handbags, coats, or backpacks) should be stored in the locker.



ORGANIZE THE SAMPLES IN THE DISPLAY CABINET

- Products of the same type or brand should be placed near each other.
- Quantity: 1pcs / product and only can use up to 70% of the space
- Place key or new products at eye level.
- Adjust the spacing appropriately.
- Use color combination to attract attention.
- By the size: larger at the back, smaller at the front, and larger on the left, smaller on the right.
- Always keep clean and tidy.



AREA AROUND WORKING STATION

- All trash must be placed in the trash bin, and ensure the area is cleaned before leaving.
- Not allowed to keep food waste in the trash bin at the workstation area after cleaning staff have collected it.
- Employees are not allowed to move the trash bin's location without authorization.



B. 6S AT MEETING ROOM



6S AT MEETING ROOM

BEFORE

- ✓ Book the meeting room at Base Booking.
- ✓ Use the items for their intended purpose.

AFTER

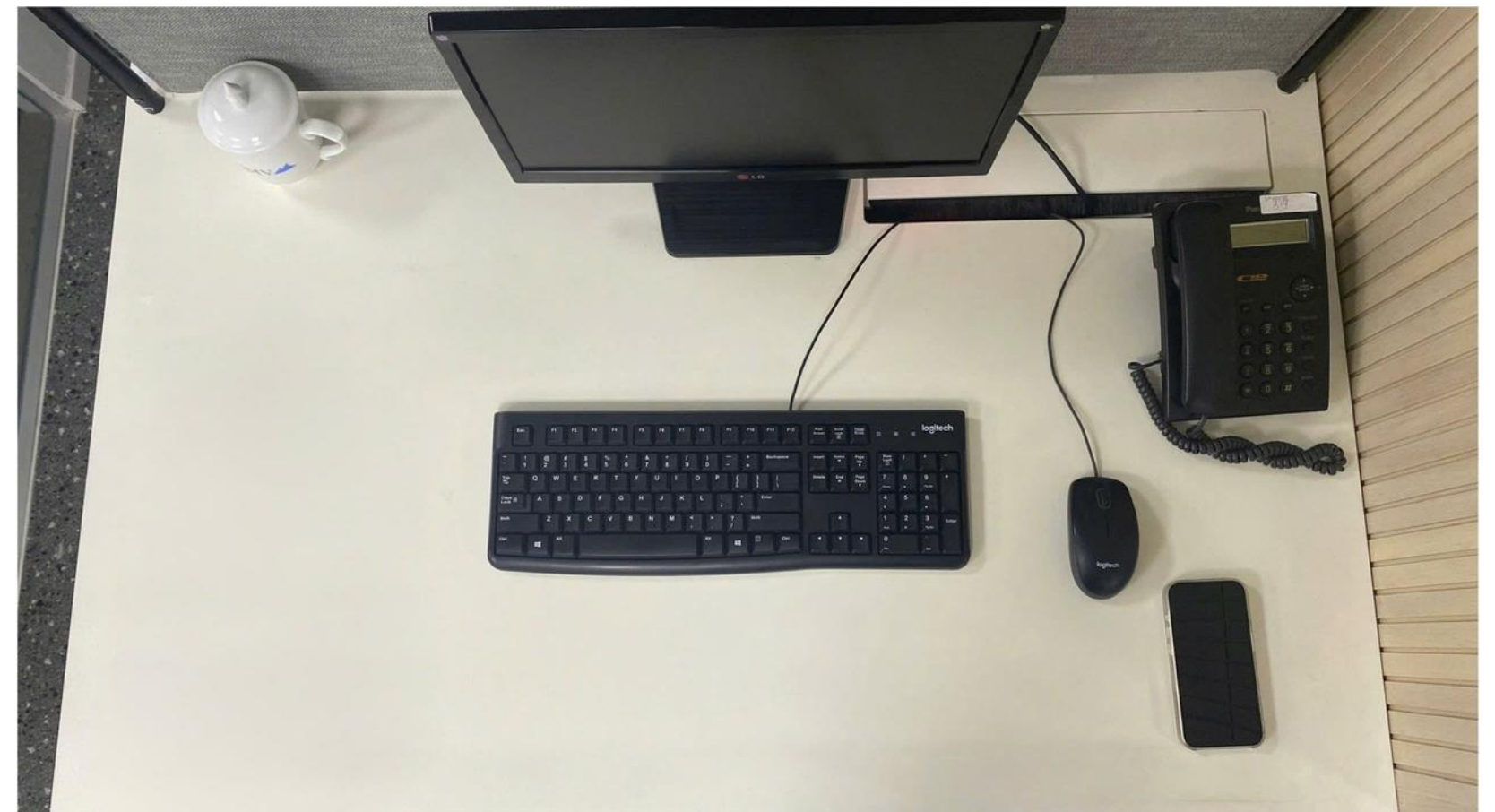
- ✓ Check and turn off all electrical devices in the room.
- ✓ Push chairs and return all items & equipment to their proper positions.
- ✓ Clean up personal items and trash before leaving meeting room.



5 MINS OF DAILY 6S DAILY BEFORE LUNCH, BEFORE GOING HOME

AND EVERY TIME EMPLOYEE LEAVE THE TABLE

- Organize: computer, keyboard, mouse, phone, water cup, and no documents on table
- Maintain neat and tidy.
- Note: All items must be neatly arranged in straight rows on the same table line, and the same direction, and marked with a yellow sticker  to indicate their position



PROFESSIONAL DRESS AND CONDUCT POLICY

Purpose: At IMV, we believe that a professional appearance is essential to creating an effective, respectful, and safe work environment for all

01

DRESS STANDARDS

Neat and clean clothes, suitable for a professional office environment

02

FOOTWEAR

High heels that are too high are not allowed. It is forbidden to wear slippers, flip-flops, or casual footwear

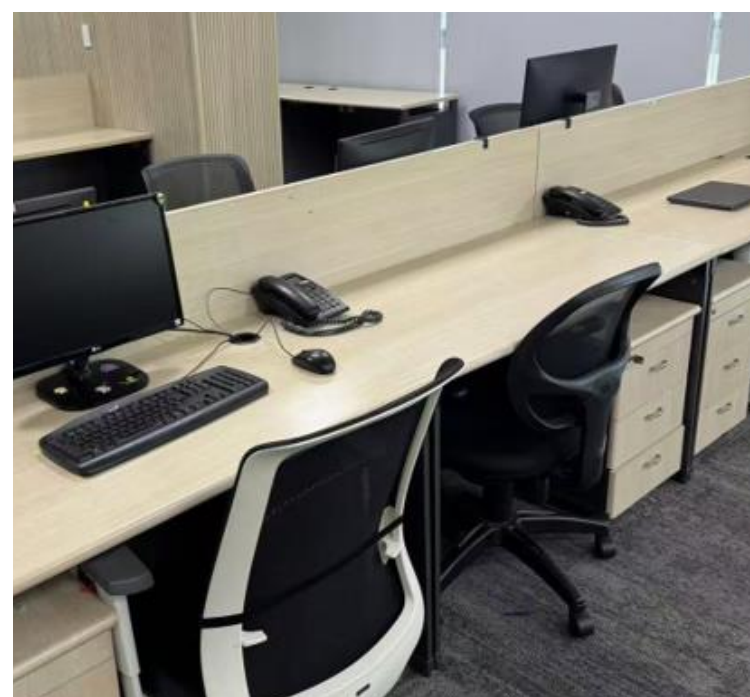
DRESS CONDUCT LEVELS: COURTESY AND PROFESSIONALISM

Dress politely and respectfully for different roles, events, and occasions.



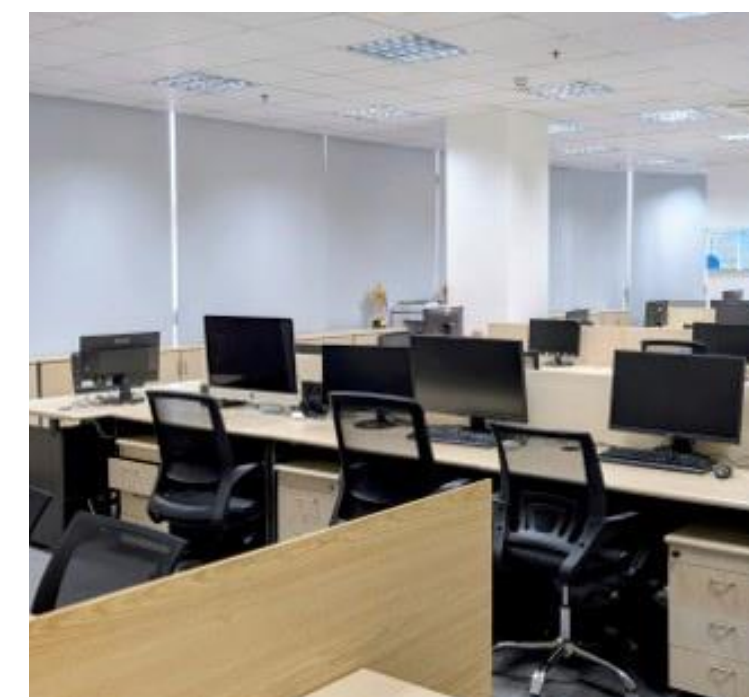
Effective Teamwork

Pay attention to volume, respect the focus of others, and be willing to support colleagues



Keeping Personal Privacy

Move long phone calls or chats to a private area to avoid distractions



Cleaning common spaces

Leave kitchens, meeting rooms, and common areas cleaner and tidier than when you found them

DETAILED DRESS STANDARDS

Lower part

Men: Long pants are mandatory. Shorts are forbidden.

Female: Long pants or a suitable skirt/dress (at or below the knee). Shorts are banned.

Upper part

Shirts and blouses must be professional and covered. It is forbidden to have a deep slit or expose the chest



Inappropriate Dress & Behavior

Things NOT to do at work:

- Shorts, short skirts, tank tops
- Eat and lie down at work
- Ear, face and tattoo jewelry are too eye-catching
- The desk is cluttered and not clean
- Hair dyed too brightly or inappropriately
- Barefoot or no suitable shoes



Unacceptable Dress and Behavior

Bold Makeup

Not suitable for professional office environments

Slipper

Failure to meet the standards of business attire

Casual shorts

Too open at work

Strap sandals

Not in accordance with the formal dress code



PERSONAL CARE AND NEAT APPEARANCE

Maintain a discreet and professional appearance in all aspects of personal care.



Clean and tidy hair

Men: short trimming,
professional length. Do not wear
length, ponytail, or stain



Gentle makeup

Only natural makeup and light-
colored lipsticks are accepted.
Stay clean and discreet



Gentle fragrances

Use a gentle perfume or not.
Strictly prohibit products with
strong odors

Accessories, Tattoos and Professional Ethics

Accessories & Tattoos

- Men: Earrings are not allowed.
- Tattoo: Must be completely covered and not visible at work.
- Watches, rings: Maintain gentleness and professionalism.

Professional Ethics

- Posture: Follow ergonomic instructions when working at a desk.
- Personal devices: Forbidden to use mobile phones for non-work-related activities during working hours.



6S – ORGANIZED SPACE, OUTSTANDING EFFICIENCY

