

Key Internal Labour Documents in Vietnam: Understanding Requirements for Enterprises

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Vietnam Labour Compliance: Essential Internal HR Documents

Vietnam's labour framework is highly regulated and employee-protective, with a strong emphasis on formal internal documentation. For foreign-invested enterprises, compliance is not achieved solely through employment contracts, but through a structured set of internal labour documents that govern day-to-day operations, employee conduct, remuneration, and workplace dialogue. These documents are closely scrutinised by labour authorities and frequently relied upon in disputes, inspections, and terminations. Understanding their purpose, scope, and interaction is therefore essential for foreign investors seeking to manage legal risk, ensure operational consistency, and align local workforce governance with global HR standards.

These requirements may initially appear quite restrictive with both their requirements and nature to those unfamiliar, however they have evolved and remain understood as a regular part of the employment infrastructure in Vietnam.

The list below are the key internal documents mandated by law or expected practice, and sit along-side labour contracts (employment agreements), and an enterprise's internal staff handbooks - both critical documents in detailing the relationship and expectations with regard to employees and their actions.

1. Internal Labour Regulations - *Nội quy lao động*.

Defines employee rights, responsibilities, and workplace rules.

Key points:

- Covers working hours, rest, overtime, leave policies, discipline, liability, safety, dress code, and termination rules.
- Compliance: Enterprises with 10 or more employees must register with local labour authorities within 10 days of implementation. Enterprises with fewer than 10 employees

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Key Internal Labour Documents

- do not need registration but must include discipline and liability rules in employment contracts.
- Benefit: Ensures legal compliance and transparent HR management.

2. Collective Labour Agreement (CLA) - *Thỏa ước lao động tập thể*

A negotiated agreement between employer and employee representatives usually offering benefits above statutory minimums.

Process & compliance:

- Discussed and agreed through collective bargaining and approved by $\geq 50\%$ of participating employees.
- Registration: A copy must be sent to local labour authorities within 10 days of signing.
- Must be publicly available to all employees.
- Benefit: Provides a clear framework for employee rights and reduces potential disputes.

3. Salary Scale & Payroll Table - *Thang lương, bảng lương*

Defines job levels, base salaries, allowances, bonuses, and progression rules.

Highlights:

- Minimum salary must meet the regional minimum wage.
- Must be published to all employees; no registration with authorities is required.
- Employers should consult labour representatives before finalizing.
- Benefit: Ensures fair pay, transparency, and supports workforce planning.

4. Employee Consultation & Workplace Dialogue Regulation - *Quy chế dân chủ tại cơ sở*

Encourages employee participation in discussions, oversight, and decision-making.

Key requirements:

- Mandatory for enterprises with 10 or more employees.
- Internal implementation only: Must be drafted, approved internally, and publicly displayed at the workplace; no registration with authorities required.
- Covers channels for dialogue, rights to feedback, supervision, and complaint handling.
- Commonly incorporated as part of internal staff handbook or similar
- Benefit: Promotes open communication, reduces internal conflicts, and allows enterprises to implement "employee voice" mechanisms in line with international standards.

Summary Table

Regulation	Registration / Submission	Applies to	By Law / Optional	Key Content	Benefit for Employers
Internal Labour Regulations (Nội quy lao động)	Yes. ≥ 10 employees must register with local labour authorities within 10 days	All employees	By Law	Working hours, rest, overtime, leave, discipline, liability, safety, dress code, termination	Legal compliance, transparent HR management
Collective Labour Agreement (CLA / Thỏa ước lao động tập thể)	Copy submission. Send 1 copy to local labour authority within 10 days of signing	All employees (negotiated via employee representatives)	Optional	Employment conditions, benefits above statutory minimum, collective bargaining	Clear framework for rights, reduces disputes
Salary Scale & Payroll Table (Thang lương, bảng lương)	No. Internal publication only	All employees	By Law	Job levels, base salary, allowances, bonuses, progression rules	Fair pay, transparency, workforce planning
Employee Consultation & Workplace Dialogue Regulation (Quy chế dân chủ tại cơ sở)	No. Internal implementation only, often incorporated into internal staff handbook	≥ 10 employees	By Law	Channels for dialogue, feedback, supervision, complaint handling	Open communication, reduce internal conflicts, implement "employee voice"

Actions for Employers

Strong internal labour regulations are the backbone of HR governance. For employers (especially for foreign-invested enterprises), combining Vietnamese legal compliance with international HR standards ensures trust, transparency, and smooth operations. Regular review and legal consultation help keep policies compliant and aligned with global practices - ensuring ongoing regulatory compliance, protecting the workplace and workforce, and ensuring the ability for enforcement of employment regulations.

For any further questions you may have, please reach out to us at vietnam@alitim.com


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