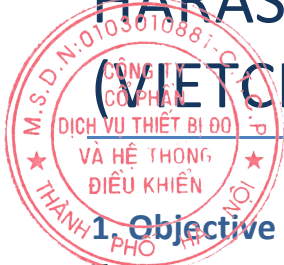


ANTI-DISCRIMINATION & ANTI-HARASSMENT TRAINING CONTENT

(VIETCIS)



1. Objective

To raise awareness and ensure all employees understand and comply with company policies on non-discrimination and anti-harassment.

2. Scope

This training applies to all employees, contractors, and relevant stakeholders.

3. Definition

Discrimination refers to unfair treatment based on gender, age, race, religion, or other personal characteristics.

Harassment includes any unwanted behavior that creates a hostile or offensive work environment.

4. Types of Discrimination and Harassment

- Gender discrimination
- Age discrimination
- Religious discrimination
- Workplace harassment (verbal, physical, psychological)

5. Company Policy

VIETCIS adopts a zero-tolerance approach to discrimination and harassment. All employees must comply with company policies and applicable laws.

6. Employee Responsibilities

- Treat colleagues with respect
- Avoid discriminatory or offensive behavior
- Report any incidents promptly

7. Reporting Mechanism

Employees can report concerns to HR or management. All reports will be handled confidentially and without retaliation.

8. Consequences

Violations may result in disciplinary actions, including warnings, suspension, or termination.

9. Training and Awareness

All employees are required to participate in training programs annually. Training completion is monitored.

10. Continuous Improvement

VIETCIS regularly reviews policies and training effectiveness to improve workplace culture.

Date: 01 January 2026

Approved by: Director – Duong Hoai Nam



GIÁM ĐỐC

Dương Hoài Nam