



**VIETNAM CONTROL AND INSTRUMENTATION SERVICE JSC.,**  
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## **VIETCIS WHISTLEBLOWER PROCEDURE**

### **1. Purpose**

VIETCIS provides a mechanism for employees and stakeholders to report suspected corruption, bribery, or unethical behavior.

### **2. Scope**

This procedure applies to all employees, suppliers, partners, and other stakeholders.

### **3. Reporting Channels**

Reports can be submitted through:

- Email: [trang.dinh@vietcis.com.vn](mailto:trang.dinh@vietcis.com.vn)
- Phone: 0932323983
- Direct reporting to management
- Internal communication channels

### **4. Confidentiality**

All reports will be treated confidentially. The identity of the whistleblower will be protected.

### **5. Non-Retaliation**

VIETCIS strictly prohibits retaliation against any person who reports concerns in good faith.

### **6. Handling of Reports**

- Reports are reviewed by management
- Appropriate actions are taken when necessary

### **7. Commitment**

VIETCIS encourages transparency and ethical behavior.

Approved by VIETCIS Management.

**Date: 01 January 2026**

**Review Date: January 2027**

**Authorized by: Director – Duong Hoài Nam**



**GIÁM ĐỐC**

*Dương Hoài Nam*