

# STANDARD OPERATING PROCEDURE (SOP) INCLUSIVE SOURCING & NON- DISCRIMINATION IN SUPPLY CHAIN (VIETCIS)

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## 1. Purpose

To ensure that VIETCIS promotes inclusive sourcing practices and prevents discrimination and harassment across its supply chain.

## 2. Scope

This SOP applies to all suppliers, contractors, and procurement activities conducted by VIETCIS.

## 3. Inclusive Sourcing Actions

VIETCIS promotes inclusive sourcing by:

- Providing equal opportunities to all qualified suppliers
- Avoiding bias based on size, ownership, or background
- Encouraging participation of diverse and local suppliers where applicable

## 4. Prevention of Discrimination in Supplier Workforce

Suppliers are required to:

- Prohibit discrimination based on gender, age, ethnicity, religion, or other personal characteristics
- Prevent harassment and ensure respectful workplace conditions
- Comply with applicable labor and human rights regulations

## 5. Supplier Requirements and Evaluation

Suppliers must comply with VIETCIS Supplier Code of Conduct. ESG criteria, including non-discrimination and inclusion, are integrated into supplier evaluation processes.

## 6. Monitoring and Compliance

VIETCIS monitors supplier compliance through assessments, documentation review, and periodic evaluations. Non-compliance will trigger corrective actions.

## 7. Corrective Actions

In case of non-compliance:

- Suppliers must implement corrective action plans within defined timelines
- VIETCIS may suspend or terminate business relationships if issues are not resolved

## 8. Other Preventive Actions

Additional measures include:

- Supplier engagement and awareness programs
- Integration of non-discrimination clauses into contracts
- Continuous improvement initiatives

## 9. Continuous Improvement

VIETCIS is committed to continuously improving inclusive sourcing and non-discrimination practices through monitoring, training, and stakeholder engagement.

## 10. Approval

This SOP is approved and enforced across all procurement functions.

Date: 01 January 2026

Approved by: Director – Duong Hoài Nam



GIÁM ĐỐC

*Dương Hoài Nam*