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VIETCIS BUSSINESS ETHICS POLICY

1. Purpose

VIETCIS is committed to conducting its business with integrity, transparency, and accountability.

This Business Ethics Policy establishes the principles and standards of conduct expected from all employees and business partners. The policy applies to all VIETCIS employees, management, and relevant stakeholders.

2. Scope

Applies to all employees, managers, and third parties acting on behalf of VietCIS.

3. Anti-Corruption

VIETCIS maintains a zero-tolerance approach to bribery and corruption.

- Employees must not offer, give, solicit, or accept any improper advantage
- All business transactions must be conducted transparently and legally

Targets:

- 100% employees comply with anti-corruption principles
- Zero incidents of corruption

4. Conflict of Interest

Employees must avoid conflicts between personal and company interests.

- Disclosure of any potential conflict is mandatory
- Decisions must be objective

Targets:

- 100% employees aware of policy
- All conflicts disclosed

5. Fraud Prevention

VietCIS prohibits all forms of fraud.

- Financial transparency is required
- Suspicious activities must be reported

Targets:

- Zero fraud incidents

- 100% compliance with internal controls

6. Anti-Money Laundering

- Transactions must be legitimate
- Suspicious transactions must be reported

Targets:

- 100% compliance
- Zero violations

7. Information Management

- Protect confidential data
- Prevent unauthorized access

Targets:

- 100% compliance
- Zero data breach

8. Implementation

- Policy communicated to all employees
- Violations subject to disciplinary actions

9. Commitment

Approved by VIETCIS Management.

Date: 01 January 2026

Review Date: January 2027

Authorized by: Director – Duong Hoai Nam



GIÁM ĐỐC

Dương Hoài Nam