

VIETCIS WORK INSTRUCTION – SENSITIVE TRANSACTIONS

1. When to apply

This instruction applies when employees:

- Give gifts
- Host customers
- Pay for travel or meals

2. Steps to follow

Step 1:

Identify if the transaction is sensitive

Step 2:

Check value threshold

Step 3:

Submit approval request to manager

Step 4:

Wait for approval before proceeding

Step 5:

Keep supporting documents



3. Important rules

- Do not make cash payments
- Do not bypass approval
- Ensure transparency

4. Responsibility

All employees must comply with this instruction.

Approved by VIETCIS Management.

Date: 01 January 2026

Review Date: January 2027

Authorized by: Director – Duong Hoai Nam



GIÁM ĐỐC

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