



VIETNAM CONTROL AND INSTRUMENTATION SERVICE JSC.,
HN: 9th floor, Cotana Group Building, Linh Dam Peninsula, Hoang Liet, Ha Noi
HCM: A15.22, Fuji Tower, Phuoc Long Ward, Ho Chi Minh City
Central: No 11 Tran Cong Thuong Street, Hoanh Son Ward, Ha Tinh Province.
Tel: 84 24 35402685 Fax: 84 24 36617191
Website: <http://www.vietcis.com.vn>

WORKING CONDITIONS POLICY

1. Purpose

VIETCIS is committed to ensuring fair, safe, and supportive working conditions for all employees, in compliance with applicable labor laws and international standards.

2. Scope

This policy applies to all employees, contractors, and relevant stakeholders of VIETCIS.

3. Wages and Compensation

VIETCIS ensures that all employees receive fair and adequate wages in compliance with legal requirements. Overtime work is compensated in accordance with applicable laws and internal regulations.

4. Working Hours

Working hours are managed in compliance with labor laws. Overtime is controlled, monitored, and limited to ensure employee well-being.

5. Health Care and Benefits

All employees are provided with social insurance, health insurance, and other statutory benefits. Additional support may be provided to enhance employee well-being.

6. Family-Friendly Policies

VIETCIS supports employees through leave entitlements, maternity benefits, and other family-related programs in accordance with applicable laws.

7. Flexible Work Arrangements

The company provides flexible working arrangements where appropriate to support work-life balance and productivity.

8. Employee Engagement and Feedback

VIETCIS encourages open communication between employees and management. Employee feedback is collected through internal channels and used for continuous improvement.

9. Workplace Monitoring

The company regularly monitors working conditions to ensure compliance with internal policies and legal requirements.

10. Continuous Improvement

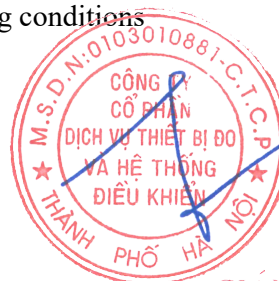
VIETCIS is committed to continuously improving working conditions through regular review, monitoring, and implementation of corrective actions.

11. Quantitative Targets

- 100% compliance with labor laws and regulations
- 100% employees covered by social and health insurance
- 100% employees receive proper wage and overtime compensation
- At least 1 employee engagement activity per year
- Continuous monitoring of employee satisfaction and working conditions

Date: 01 January 2026

Approved by: Director – Duong Hoai Nam



GIÁM ĐỐC

Dương Hoài Nam