



A.B.N. 64 063 656 333

**Vietnam Industrial Investments Limited**  
**POLICIES MANUAL**

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## **EMPLOYEE CODE OF CONDUCT**

### **1. INTRODUCTION**

The employee Code of Conduct is a framework of guiding principles for employees of Vietnam Industrial Investments Limited (“VII”) to ensure compliance with all legal and ethical standards in work related matters. The Code specifies the standards of behaviour for employees in the performance of their duties.

The following principles embody the Code:

- ✳ To act with integrity and professionalism in the performance of their duties and be scrupulous in the proper use of VII information, funds, equipment and facilities;
- ✳ To exercise fairness, equity, proper courtesy, consideration and sensitivity in all their dealing in the course of carrying out their duties; and
- ✳ To avoid real, apparent or perceived conflict of interests.

Employees’ need to understand the Employee Code of Conduct also applies to and embraces adherence of the formal policies and procedures of the Company in the conduct of their roles.

### **2. DEFINITIONS**

For the purposes of this document the following definitions apply:

- ✳ VII means any of Vietnam Industrial Investments Limited’s consolidated entities.
- ✳ The term “Company” can be interchanged with VII.
- ✳ “Employees” means all employees of VII whether or not in a full-time, part-time, temporary or permanent capacity.

### **3. RESPONSIBILITIES**

- ✳ To comply with all lawful directions of the Company.
- ✳ To promote the interests of the Company.
- ✳ To act in accordance with the Company’s approved policies and procedures (as amended from time-to-time).
- ✳ To observe the Company required standards of performance and behaviour.

### **4. CONFLICT OF INTEREST**

To devote full attention to Company duties and not undertake any paid or unpaid activity, which is damaging to the interest of the Company. It is the employee’s responsibility to raise any potential conflicts of interest with their senior executive who will advise if the activities are regarded as in conflict with the Company interests. Involvement in social, sporting, community, welfare, religious, artistic and political activities would not normally conflict with Company interests.



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**5. COMPUTER AND INTERNET USE**

Employees shall recognise the Company uses computer software under licence, which may not be reproduced or copied in any way. Employees may only use software in accordance with applicable licence arrangements and not to misuse software or related documentation including making, acquiring or using unauthorized copies of any computer software.

Employees must use company computers only for purposes approved by the Company. Employees may not undertake any private work on equipment that is the property of the Company.

**6. COMPANY PROPERTY**

Employees shall not remove any Company vehicles, tools, plant, equipment records, documents or computer files from Company premises or make copies, without the prior approval of the relevant senior executive of the Company.

**7. USE OF INFORMATION**

In the course of their employment, employees will not deal with the media (of whatever kind). Employees are not authorised to give any details about the Company or its operations, or purport to represent the Company, unless specifically authorised to do so by the CEO.

**8. EQUAL OPPORTUNITY AND HARASSMENT**

Employees should approach dealings with other persons equitably and with respect. This involves:

- \* Courtesy and responsiveness in dealing with others.
- \* Fairness in supervision and dealing with other staff by valuing colleagues and their personal commitment to meet shared objectives.
- \* Encouraging cooperation and engaging rational debate to accomplish alternative points of view.
- \* Avoiding behaviour that might reasonably be perceived as harassment, bullying or intimidation.
- \* Understanding and responding to the needs of our business partners and other stakeholders

**9. ENVIRONMENT**

Employees should comply with environmental laws and regulations relevant to the Company activities.

**10. CONFIDENTIALITY OF INFORMATION, DOCUMENTATION AND INVENTIONS**

During employment with the Company, employees may be shown or may create information that is confidential in its nature. Employee acknowledge that the Company is entitled to the exclusive benefit of that confidential information. Confidential information created by employees may be able to be made the subject of registered protection, such as a patent in which event employees will fully co-operate with the Company becoming the registered owner of the information.



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If the information is not capable of registered protection, employees will fully disclose it to the Company and not disclose it to any other person or use it for any other purpose than employment with the Company both during and after the termination of employment with the Company. Upon request by the Company, employees will enter into a Confidentiality Agreement with the Company.