



HUMAN RIGHTS POLICY



1 Purpose

FPT Software Co., Ltd and its subsidiaries (hereinafter referred to as “FSOFT” or “the Company”) have issued “Code of Business Conduct” for the purpose of conducting ethical behavior with integrity in business activities, and human rights is also defined as one of those purposes.

With the recent tightening of regulations on human rights in each country as well as international standards such as The Guiding Principles on Business and Human Rights, The Principles for Responsible Contracts, The Tripartite declaration of principles concerning multinational enterprises and social policy ..., FSOFT is enacting the Human Rights and Employment Policy with principles in order to prevent and address human rights issues. In addition to facilitating compliance with relevant laws and regulations around the globe, these principles will guide our employees, customers, suppliers, partners and authority to recognize respect for human rights as the highest priority in each and every stage of our business operations and enable them to take action accordingly.

2 Scope of Policy

This Policy is applied to all Employees, customers, partners, contractors, and all parties who are related to the business activities of FPT Software Company Limited. Every member of the Company is responsible for reading, understanding, and complying to this policy.

3 Human Rights Policy

The Company ensures the compliance and implementation of the Human Rights policy with the basic points as below:

a. Discrimination and Harassment-Free Workplace

We are committed to providing and maintaining a work environment free from discrimination and harassment. The Company policy prohibits sexual harassment and discrimination based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other types of discrimination prohibited by the Vietnam Government law.

We expect our partners to have appropriate gesture and behaviour with a sense of fairness and equal opportunity for everyone.

We commit that there are no incidents regarding discrimination, harassment in the Company, no complaints about discrimination or harassment related to the Company.

b. Abolition of Forced Labor

We are against any form of coerced or prison labor, use of physical punishment or threats of violence or other forms of physical, sexual, psychological or verbal abuse as a method of discipline or control.

Our Company is committed not to use force labor in any form.



c. Abolition of Child Labor

We are against the exploitation of children (any person below the age of 18 years) through any form of work that deprives them of their childhood, interferes with their ability to attend regular school, and is mentally, physically, socially or morally harmful.

We are committed not to employ child labor under the age of 18 and not engage in corporation with any organization using child labor.

d. Freedom of Expression & Association

FSOFT respects and protects individual's privacy.

Our Employees have the rights to choose their jobs, rights to assemble, communicate and join association of their choice in matters related to their employment within the purview of the policies and procedures of the Company.

4 Employment Policy

a. Diversity & Inclusion, Equal Opportunity

FSOFT prioritizes Diversity and Inclusion, we respect the different talents and experience. Our goal is to create an inclusive workplace and leverage the power of diversity for sustainable competitive advantage, where employees from different backgrounds can have the opportunity to participate, develop and contribute freely and equitably.

We ensure that all individuals have equal opportunities, a discrimination and harassment-free workplace. We do not discriminate or allow harassment based on race, color, religion, disability, gender, national origin, sexual orientation, gender identity, gender expression, age, genetic information, military status or any other types of discrimination and harassment prohibited by the Vietnam Government law.

b. Health, Safety, and Environment

We are committed to demonstrating a high standard of environmental protection and provision of a safe and healthy workplace. We have in place various practices, policies and financial & non-financial measures to ensure a safe and healthy workforce.

Our Company commits that there are no occupational incidents occurring at the Company. All Employees receive periodic health examination to screen for occupational diseases if any and occupational safety training annually.

c. Working hours and overtime

We are committed to compliance with the Vietnam Labor Code, the Company's Internal Labor Regulation and Collective Labor Agreement, and other regulations regarding the hours of working, payment of salary and overtime salary:



- The overtime working hours must not exceed 60 hours/month, 300 hours/year.
- The Employee's salary and overtime salary are calculated and paid in accordance with the Labor Code.
- Except for exceptional cases, otherwise, employees are requested to work overtime on voluntary basis, without being forced or exploited.

d. Wages

At all times, the Company ensures it pays employees higher than the minimum wages prescribed by governments (Currently, the Company is paying the minimum wages for trained Employees in Region I of 5,007,600 dong). All Employees are ensured to understand and aware of their salaries and benefits.

e. Education and Training

FSOFT are committed to provide support for Employees to develop their own capacity, organize different professional training classes to improve knowledge and skills suitable for each type of Employee.

We commit that the average minimum professional training time per employee per year is 8 hours of training.

f. Dialogue with Multiple Stakeholders

FSOFT will incorporate the viewpoints and opinions of third parties in addition to internal stakeholders to prevent FSOFT's products and services from violating human rights. FSOFT will build partnerships and collaborate closely with external experts and various other relevant stakeholders.

We are committed to holding at least 01 dialogue between the Company's Board of Directors and all Employees annually to listen to opinions, suggestions, and supplement necessary resources for Employees as well as improve the environment.

g. Compulsory Insurance (including social insurance, medical insurance, and unemployment insurance)

We are committed to fully pay the insurances including social insurance, medical insurance, and unemployment insurance for all employees signing official labor contracts with the Company in accordance with the Law on Social Insurance, to ensure all of our employees receiving the medical care, support in case of unemployment, and pension benefits.

h. Profit sharing

The welfare fund for Employees are determined based on the net profit after tax each year and equals to 20% of the total profit after tax.

The Company deducts 80% of the welfare fund for Employees to reward Employees based on their direct contribution to the business results. The specific reward rate will be agreed upon and regulated during the implementation process.



The remaining 20% of the welfare fund for Employees will be used for Employee's benefits and agreed with the Employees before using.

i. Anti-Bribery and Anti-Corruption

Our Anti-Bribery & Anti-Corruption policy sets out our position on bribery and corruption in detail. We have adopted a whistle blower mechanism for reporting concerns about unethical behavior, actual or suspected fraud, or violation of the Company's Code of Business Conduct.

j. Reports

If there is a suspicion that the human rights policy of each country or internal rules, including this policy, are violated, a Compliance consultation counter shall be established and operated to enable an appropriate and prompt response.

Anyone who violates the human rights laws of each country or this policy will be appropriately and promptly punished in accordance with the laws of each country and internal regulations.

5 Document Management & Access

We are committed to ensure compliance to all our obligations globally and in doing so, believe it is important to educate employees on their rights and responsibilities. We have created reference documents in the form of handbooks and policy portals, that serve as a guide to employees on their benefit entitlements. These documents are reviewed regularly to ensure they are always updated. All Employees can access to the Company's internal website – QMS.FSOFT.COM.VN to read the details of these documents.

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End

