



Corporate Social Responsibility

Submitted by:

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1. DEFINITIONS

Child

A child is defined as anyone under 16 years of age.

Child abuse

Child abuse is anything which individual, institution or processes do or fail to do which directly or indirectly harms or damages their prospect of safe and healthy development into adulthood. Neglect/Negligent Treatment, and Sexual Exploitation & Abuse.

Young labor

Young labor refers to workers who are under 16 years of age.

Employer

A person or organization employing workers under a written or verbal contract of employment which establishes the rights and duties of both parties, in accordance with national law and practice. Governments, public authorities and private companies as well as individuals may be employers.

Discrimination

Any distinction, exclusion or preference based on certain grounds which nullifies or impairs equality of opportunity or treatment in employment or occupation.

Equal opportunity

Equal access to and opportunities for all persons in employment, vocational training and particular occupations, without discrimination.

Working conditions

The factors determining the circumstances in which the worker works. These include hours of work, work organization, job content, welfare services and the measures taken to protect the occupational safety and health of the worker.

Working environment

The facilities and circumstances in which work takes place and the environmental factors which may affect workers' health.

Workplace

All the places where people in employment need to be or to go to carry out their work and which are under the direct or indirect control of the employer. Examples include offices, factories, plantations, construction sites, ships and private residences.

Sexual harassment

Sexual harassment is a behavior of a sexual nature that affects the dignity of both women and men. This behavior is unacceptable, unwanted, and unreasonable, causing offense to the recipient and creating a hostile, intimidating, hostile, and uncomfortable working environment.



2. GENERAL PRINCIPLES

2.1. Diversity, Equity and Inclusion Policy

T5Research is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. Our human capital is the most valuable asset we have.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

T5Research diversity initiatives not limited to our practices and policies on recruitment and selection; professional development and training; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Encourage employees to express their views and opinions
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

2.2. Harassment at work

T5Research is committed to providing a healthy, efficient working environment and does not accept sexual harassment in the workplace because it is a violation of the law, contrary to social ethics and is not tolerated. T5Research will implement this regulation in the spirit of the Code of Conduct on Sexual Harassment in the Workplace. When T5Research determines that a sexual harassment allegation/complaint is credible, the business will take appropriate and timely action.

T5Research will not tolerate retaliation against a person who has complained/reported sexual harassment. The business will take the necessary steps to ensure that this matter is thoroughly investigated, verified, and resolved promptly. If the allegation is determined to be well-founded, T5Research will take immediate and effective measures to put an end to this undesirable behavior. T5Research is committed to taking action if a business perceives possible sexual harassment in the workplace, even without a formal complaint/denunciation.

3. SUPPORTIVE POLICIES FOR DISABILITY

Our services are very suitable for People with disabilities. Creating job opportunities for people with disabilities so that they can earn income, confidently overcome their circumstances, and integrate into the community is one of our priorities. Some of our policies:

- The principle of non-discrimination should be respected throughout the recruitment process, to ensure maximal benefit to the employer and equitable opportunities for candidates with and without disabilities.
- Career development

- Workers with disabilities have an equal opportunity with other workers in the workplace to gain the skills and experience they need to advance their careers.
- Information on career development and advancement opportunities is provided and communicated in a variety of formats accessible to workers with different disabilities in the enterprise.
- Workers with disabilities are encouraged to promote when their abilities and skills meet the requirements of the job
- Not impose illegal criteria to limit employment opportunities for persons with disabilities.
- Not discriminate between persons with disabilities and other workers
- Arrange work appropriately and ensure a suitable working environment for people with disabilities.
- Do not assign disabled workers to do heavy and hazardous work
- Allow disabled workers to have 14 days of annual leave
- Employees with disabilities are fully entitled to the company's policies
- Right to self-representation: People with Disabilities have the right to self-representation in processes and structures of decision-making on issues that affect them. In situations where they cannot represent themselves, they have the right to choose/nominate a family member to represent themselves.
- Improving employment prospects for persons with disabilities by facilitating recruitment, return to work, job retention and opportunities for advancement

4. CHILDREN PROTECTION POLICY

We do NOT employ child labor, only labor from individuals aged 18 and above. However, we will make efforts and commit to collaborating with NGOs and obtaining parental consent to provide the best working opportunities if individuals aged 15 to 18 desire to work for the purpose of improving their livelihoods. In cases involving the employment of minors, we pledge our commitment:

- The working hours for underage workers from 15 to under 18 years old shall not exceed 8 hours per day and 40 hours per week. This includes both the working time at T5Research and the working time at other companies.
- We always give priority to reducing working hours if requested by a parent, guardian or child in case of illness, tutoring or supporting the family, v.v.
- Supported with training and career orientation, no experience is required when taking a job.
- Only minor employees may be employed in jobs suitable for their health to ensure their physical, mental and personality development.
- Build a working environment that encourages children to know how to protect themselves, recognize risks, recognize inappropriate behavior and feel they can discuss their rights and issues of concern.
- Encourage them to increase their understanding of their rights and interests.
- Assist them in acquiring the skills they need to face challenges.

T5Research's child interview policy

- Seek permission from parents or guardians when interviewing children, making sure they fully understand the situation before agreeing.
- Both parties agree on basic rules for the interview, being recorded (on the record) and informal (off the record).
- Obtain written consent from the child and parent/carer when photographing, filming or requesting personal information for activities. Conducting interviews in a quiet place helps children feel comfortable. Use a sincere tone, avoid raising your voice, and engage in conversations that are respectful and non-condescending towards children.
- T5Research complies with child data privacy regulations including sensitive data
 - Personally identifiable information: Name, date of birth, gender, area of residence, education level, etc.
 - The responses to all the questions in the survey questionnaire are recorded from them.

5. LABOR POLICY FOR WOMEN

Equity for men and women at work is important to ensure that everyone has the opportunity and incentive to develop a career based on their abilities, without discrimination on the basis of gender, age, ethnicity, etc. This applies to all aspects of work, including career opportunities, wages, benefits, promotions and occupational safety.

- (1) Ensure equality in recruitment, training and promotion
 - Women have the right to preferential selection in cases where women meet the qualifications and criteria similar to men
 - The recruitment regulations do not apply such as: Mandatory deposit, original diplomas or identification documents, written commitment not to become pregnant, etc.
- (2) Right to ensure employment, income
 - No termination or unilateral contract termination of employees due to reasons of marriage, pregnancy, maternity leave, or caring for children under 12 months old.
 - Ensuring employment and policies for female workers returning to work after maternity leave
- (3) Guaranteed working conditions
 - Maternity Leave, Childbirth, and Child-Rearing Policies
 - Ensure policies for women during pregnancy, childbirth and child rearing in accordance with the provisions of the maternity regime in Article 31 of the Law on Social Insurance 2014.

6. SCOPE OF THE POLICY

This policy applies to all employees and partners of T5Research. Include:

- Member of the Board of Directors
- Contract worker (full-time, part-time)
- Intern
- Collaborators
- Third party representatives, suppliers and business partners of T5Research.



All employees working at T5Research must ensure that:

- Understand the content of the policy
- Always comply with the provisions of the policy in the process of working
- Report to the management of suspected violations or cases of violations of the above policy.

7. HANDLING OF VIOLATIONS

It is the responsibility of all T5Research employees to treat others with dignity and respect at all times. All employees must demonstrate inclusive behavior during their work, at work functions on or off the job site, and at all other company-sponsored and participating events. All employees are also required to attend and complete annual diversity awareness training to increase their knowledge to fulfill this responsibility.

T5Research will not forgive acts of retaliation against those who have filed complaints/reports. The company will take necessary steps to ensure that any misconduct in the workplace is thoroughly investigated, verified, and promptly resolved. If allegations are found to be valid, T5Research will take immediate and effective measures to terminate such undesirable behavior, including the termination of employment contracts and any other necessary restorative actions.