



Labour Policy

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Prepared by	Mai Thi Thu Thuy/ HR Team Leader
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Document Revision Sheet

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00	Initial issue	Mai Thi Thu Thuy	Le Hong Quang	25/11/2021



LABOUR POLICY

The Projects endeavours to enhance effective human resources management practices in all its activities with a special focus on the following:

Working Relationship

- The Project provides clear and understandable documented information to all employees regarding their rights under relevant Vietnam laws and regulations and any applicable collective agreements. This includes their rights related to work hours, wages, overtime, compensation, and benefits upon beginning the working relationship and when any material changes occur.

Working Conditions & Terms of Employment

- The Projects provides all employees with reasonable working conditions and terms of employment. The Projects would follow the local regulatory requirements on working hours and wages, including aspects related to working hours per week, adequate days off, overtime and related compensation, minimum wages and social benefits. All employees are entitled to local holidays and annual leave;
- The Projects shall comply with the local regulatory requirements and internationally recognized standards on working conditions, including the physical environment, health and safety precautions, and access to sanitary facilities;
- The Projects commits to implementing fair and consistent disciplinary procedures to deal with non-compliance with The Projects’ management system behaviour;
- The Projects and its employees can terminate the labour contract based on the local regulatory requirements and The Projects’ policy but notify them in advance. The notice period shall be referred to the employment contract; and
- The Projects commits to respecting employees’ personal dignity, including refraining from physical punishment or abusive language.

Gender Equity

- The Projects commits to promoting and applying equal opportunity between women, men, and women and men regardless of sexual orientation individuals by providing an inclusive working, learning and social environment in which the rights and dignity of all employees are equal and respected; and
- The Projects commits to fostering this through promoting and encouraging gender equity at all stages of the employment lifecycle, including recruitment, retention, performance management, professional development, promotion, talent identification, succession planning, remuneration and resignations.

Harassment and Abuse



- The Projects commits to provide a workplace free from harassment and abuse to all employees. Employees are encouraged to report harassment and abuse issues through The Projects’ Worker Grievance Mechanism.

Workers’ Organizations

- The Projects commits to respect employees’ rights to freely associate, organize and bargain collectively in accordance with applicable laws and regulations.

Non-Discrimination & Equal Opportunity

- The Projects commits to ensure all employees are not discriminated against based on their gender, age, race, religion, physical ability, political opinion, social or ethnic origin or sexual orientation, or any other characteristics that do not pertain directly to their work performance.

Retrenchment

- The Projects commits to undertake an alternative analysis prior to implementation of retrenchment. If the alternative analysis shows the retrenchment cannot be avoided, a retrenchment plan will be developed based on consultation with employees, which is in compliance with Vietnam regulations.

Grievance Mechanism

- The Projects commits to provide a grievance mechanism for employees and their organization, where they exist, to raise workplace concerns. This mechanism allows for anonymous complaints to be raised and addressed, and also ensures that all information related to grievances will be treated confidentially; and
- Third party (i.e. contractor, subcontractor, supplier) shall provide a grievance mechanism for their employees, which shall be as per the applicable standards for the Projects and at par with that provided by the Projects. In case where a third party is not able to provide a grievance mechanism, The Projects’ Worker Grievance Mechanism will extend to serve workers engaged by the third party.

Child Labour and Forced Labour

- The Projects applies strict management on prohibition of child labour and forced labour.

Occupational Health & Safety

- The Projects will provide a safe and healthy work environment, taking into account inherent risks in its particular sector and specific classes of hazards in The Projects’ work areas, including physical, chemical, biological, and radiological hazards, and specific threats to women;
- The Projects shall establish a program to implement, check and review health and safety status including occupational health, workplace safety, and fire safety and emergency response; and



- The conditions of the workplace need to be explained to employees prior to employment and shall be documented in the employment contract.

Workers Engaged by Third Parties

- The Projects shall ensure the third parties who engage these workers are reputable and legitimate enterprises and have an appropriate labour policies and procedures that will allow them to operate in accordance with the requirements of applicable national laws and regulations and international recognized standards.

Supply Chain

- The Projects applies management procedure over its primary suppliers, to identify child labour, forced labour and significant safety issues related to supply chain workers. For these identified risks, The Projects will take appropriate steps to remedy them. Where remedy is not possible, The Projects will shift the certain primary supply chain over time to suppliers that can demonstrate that they are complying with the requirements of prohibition of child labour and forced labour, and prevention of significant safety issues.