

THIS DECLARATION IS ANNOUNCED TO WORKERS & CUSTOMERS

HOANG ANH QUY NHON CO., LTD  
SGSHK-COC-001.082.

Quy Nhon, date of June 05 - 2019

**HOANG ANH QUY NHON CO.,LTD DECLARATION  
PRIMARY ETHICAL ENFORCEMENT POLICY SUMMARY**

1. Employment is freely chosen
2. Freedom of association and the right to collective bargaining are respected
  - 2.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
  - 2.2 The employer adopts an open attitude towards the activities of trade unions and their organizational activities.
3. Working conditions are safe and hygienic
  - 3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
4. Child labour shall not be used
5. Living wages are paid
  - 5.1 Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.
6. Working hours are not excessive
  - 6.1 Working hours must comply with national laws, collective agreements, and the provisions of 6.2 to 6.6 below, whichever affords the greater protection for workers. Sub-clauses 6.2 to 6.6 are based on international labour standards.
  - 6.2 Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week. \*
  - 6.3 All overtime shall be voluntary. Overtime shall be used responsibly, taking into account all the following: the extent, frequency and hours worked by individual workers and the workforce as a whole. It shall not be used to replace regular employment. Overtime shall always be compensated at a premium rate, which is recommended to be not less than 125% of the regular rate of pay.
  - 6.4 The total hours worked in any seven-day period shall not exceed 60 hours, except where covered by clause 6.5 below.
  - 6.5 Working hours may exceed 60 hours in any seven day period only in exceptional circumstances where all of the following are met:
    - this is allowed by national law;
    - this is allowed by a collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce;
    - appropriate safeguards are taken to protect the workers' health and safety; and the employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies.
  - 6.6 Workers shall be provided with at least one day off in every seven- day period or, where allowed by national law, two days off in every 14 day-period.  
\* International standards recommend the progressive reduction of normal hours of work, when appropriate, to 40 hours per week, without any reduction in workers' wages as hours are reduced.
7. No discrimination is practiced
8. No harsh or inhumane treatment is allowed

The company leader  
  
Mr. Phan Anh Long  
