



ANTI-BRIBERY AND ANTI-CORRUPTION POLICY

SAIGON VAN provides national and international removals for individuals and businesses. Our service is of the highest quality and custom-made; before, during and after the move. We do this on a personal and honest manner and with the dedication of our skilled employees.

SAIGON VAN places high demands on the standards and values of its employees and the companies with which it cooperates. Together we ensure that our services meet the highest standards, which are guaranteed by our quality standards ISO9001, ISO14001, FAIR-ISO.

By working for or with SAIGON VAN, you represent the company to everyone you come in contact with. Professionalism, integrity, common sense, honesty and trust are important conditions where everyone who works for or works with SAIGON VAN must abide by, whatever the circumstances.

One of the guiding principles of SAIGON VAN is compliance with our anti-bribery and anti-corruption policy. The anti-bribery and anti-corruption policy apply to all employees and everyone we do business with, including agents, representatives, consultants, independent contractors and anyone acting on behalf SAIGON VAN. If there are any questions, please contact SAIGON VAN.

Policy:

All employees of SAIGON VAN including hired employees and external parties are prohibited:

- To offer bribes or proposing or offering or approve proposals as such
- To pay bribes
- To ask to take bribes or accept bribes to influence a decision to gain unauthorized access to confidential information or to promise to perform an act or just leave, irrespective of whether the result would have been the same without the bribe
- To carry out Facilitation payments
- To use another party to carry out the above activities
- To work together or hire external parties that do not have strict rules regarding bribery and corruption
- To process funds known or reasonably suspected to have been obtained through bribery or corruption
- To illegally transfer expenses or revenues.

Definitions

Bribery.

The offering, promising, giving, accepting or soliciting of an advantage as an inducement for action. It is illegal, and it is a breach of trust.

Bribe

Anything of value given in an attempt to affect a person's action or decision in order to gain or retain a business advantage. Anything of value includes cash, entertainment or other gifts or courtesies.

Corruption

The misuse of a public office or power for private gain or the misuse of private power in relation to business outside the realm of government.

Facilitation payments

SAIGON VAN INTERNATIONAL RELOCATIONS

Ware house address: No. 2 Street, Dong An Industrial Park, Thuan An District, Binh Duong Province, South Vietnam.

Office address: 1st Fl, 214 Nguyen Van Huong, Thao Dien, D.2, HCM, Vietnam

Tel: +84 (28) 3744 7101 - www.saigonvan.com





Small sums paid to clients, government officials or other suppliers in general, made to facilitate or speed up an administrative process. Facilitation payments are not to be confused with the official, legitimate payments on presentation of a receipt to accelerate certain actions, such as may be selected for an emergency program for the application of a passport.

Payment

This is a very broad concept. A payment does not have to take place in the form of cash and can include goods, services and information.

Government Officer

Officers or employees of a State or government agency, including officers or employees who have been selected, appointed or elected to perform activities or functions on behalf of a state or in the service of a state. This includes officers or agents of public international organizations, private persons performing official functions of government and officials of state enterprises.

Code of Conduct:

The management and staff of SAIGON VAN agree to undertake to:

- Never engage in any form of bribery, either directly or through any third party.
- Never offer or make an improper payment or authorize an improper payment (cash or otherwise) to any individual, including any local or foreign official anywhere in the world.
- Never attempt to induce an individual, or a local or foreign official to act illegally or improperly.
- Never offer, or accept, money or anything of value, such as gifts, kickbacks or commissions, in connection with the procurement of business or the award of a contract.
- Never offer or give any gift or token of hospitality to any public employee or government official or representative if there is any expectation or implication for a return favour
- Never accept any gift from any business partner if there is any suggestion that a return favour will be expected or implied.
- Never facilitate payments to obtain a level of service which one would not normally be entitled to.
- Never disregard or fail to report any indication of improper payments to the appropriate authorities.
- Never induce or assist another individual to break any applicable law or regulation.

Responsibility

Saigon van takes corruption and bribery very seriously. Violation of this policy may result in disciplinary action by Saigon van, including termination and may involve criminal proceedings.

Questions or messages

If you suspect that this policy is violated, you can report it immediately to the Quality Manager (thinh@saigonvan.com) or the supervisor.

Ho Chi Minh City, January 02nd, 2021

Kim Ngoc | Director

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