



HUMAN RIGHTS POLICY

Overview

Hanoi School of Business and Management (HSB), Vietnam National University, Hanoi, is committed to respecting everyone's human rights in all aspects of our operations. Whilst we primarily work in Vietnam, we believe that we have a responsibility to ensure that human rights are understood and observed in the areas where we work, including the exchange students, visiting scholars, and business developers that come to our campus from any other country as stipulated in Clause 1, Article 14, Chapter II of the 2013 Constitution of the Socialist Republic of Vietnam: "In the Socialist Republic of Vietnam, human rights in the political, civil, economic, cultural and social fields are recognized, respected, protected and guaranteed according to the Constitution and the Law".

Scope

This policy applies to all personnel of HSB, including all lecturers, non-academic staff (whether employed on a temporary, fixed term, permanent or part-time basis), exchange students, and visiting scholars. It is expected that the suppliers comply with the law as a minimum and should do their utmost to comply with the principles of this policy.

Enforcement

This policy is intended to protect HSB, our members, personnel and academic and business partners. Given its importance, any breach of this policy may result in an investigation under the HSB's Discipline and Grievance policy (if applicable) and may result in disciplinary or (if you are not an employee) other enforcement action being taken against you. Employees should consult the Disciplinary policy (provided by the HR Department) for more information.



Policy

We strive to respect and promote human rights following the 2013 Constitution of Vietnam. We aim to help increase the enjoyment of human rights within the communities in which we operate. At HSB, it is every employee's responsibility to maintain a work environment that reflects respect for human rights and is free from discrimination and harassment.

If any employee believes that someone, either in HSB or one of our suppliers or a contractor is violating this Human Rights Policy and/or the applicable law, they are asked to report it immediately to their Management Team, Deans, HR, or through the Whistle-blower process. We expect our suppliers and contractors to also have in place processes to enable their own staff to report any concerns. All suppliers and contractors are provided with a copy of this policy and they have to confirm that they will meet the requirements and expected behaviors laid out in this policy.

As an educational institution, we have identified the following main areas of responsibility:

Equality and Diversity: Our commitment is to provide a safe and inclusive working, and learning environment where all people are treated fairly and with respect. We have a specific policy that sets out our commitment and the responsibilities of management, lecturers, students, and staff. We require our suppliers and contractors to comply with any local legislation that applies to equality and diversity as well as adhere to our behaviors and values, supporting us in the delivery of our commitment.

Labor rights: We provide fair working conditions for our lecturers and employees including terms and conditions of employment, remuneration, working and flexible hours, resting time, holiday entitlements, maternity/paternity leave, and benefits; we comply with all applicable legislation. We have specific policies which set out our



commitment and the responsibilities of management and staff. We require our suppliers and contractors to comply with all applicable local legislation as well as adhere to our behaviors and values, supporting us in the delivery of our commitment.

Wages: HSB is committed to ensuring that their direct employees are not paid lower than that required by law.

Forced Labor (Slavery): HSB has a policy of zero-tolerance towards acts of modern slavery which are unlawful and are a violation of fundamental human rights. We have a specific policy which sets out our commitment and the responsibilities of management and staff. We require our suppliers and contractors to comply with all applicable local legislation as well as adhere to our behaviors and values, supporting us in the delivery of our commitment.

Safe and Healthy Workplace: We are committed to delivering high standards of health and safety management and aim to continually improve our performance, always seeking to reduce risk. We believe in always doing the right thing and in doing it safely, without unnecessary risk to people's health, and will comply with all relevant legislation. We have a specific policy which sets out our commitment and the responsibilities of management and staff such as No smoking on the premises, lunch for all staff...

Child Labor: We do not tolerate the use of child labor and require that our partners, and suppliers NOT use children in their operations.

Training and Awareness

All staff receive regular mandatory training in Equality and Diversity, Anti-Bribery and Treating students and parents fairly as well as any job-specific training for safety risks. Bribery is strictly forbidden at HSB.

Control



This policy will be monitored through regular auditing and/or workplace inspections as appropriate.

Supplier on-boarding assessments will ensure human rights are adequately respected and their ongoing audit and/or review (as appropriate) will ensure continued compliance with this policy.

Reviewing & Implementing

This policy does not form part of any employee's contract of employment and may be amended at any time. HSB will review this policy on a scheduled basis and may, at any time, withdraw this policy or publish replacement or revised versions of this policy to reflect developments of the school, or changes to legislation or procedures.

Printed copies of this document are uncontrolled copies of a controlled document. The current version of the policy can be found on the intranet site.

The HR Department is responsible for reviewing and maintaining this policy, and ensuring it remains current. All operations and departments within the School are responsible for implementing the policy.

Approved in December 2025