

CORPORATE CULTURE CODE

Message from the Chairman of the Board

Corporate culture is the vital thread that binds VINARE’s employees together, fostering a shared sense of identity and purpose. It is the bridge that connects each of us to VINARE and aligns us toward the common goal of sustainable growth. Beyond behavioral guidelines or management philosophies, it is the very foundation that shapes VINARE’s distinctive character.

For more than 30 years, our corporate culture has served as a compass guiding VINARE’s journey of development. It is the spirit of unity, responsibility, integrity, and creativity that has enabled us not only to overcome challenges, but also to build a trusted brand - one respected by shareholders, partners, and customers, and recognized and valued by regulators. This culture is not just our foundation, but also the driving force propelling VINARE toward new heights.

Sustaining and nurturing corporate culture is not a one-time effort, but a continuous journey that calls for the collective commitment of every member of the company. When each individual understands their role, VINARE will remain a place where potential is realized, and where together, we create lasting values.

I am confident that with steadfast determination and wholehearted dedication, we will continue to build a VINARE that grows not only in scale, but also in depth of value. This is how we create a better organization, and how we affirm VINARE’s standing as a company committed to advancing the development of Vietnam’s insurance market.

Looking ahead, VINARE pledges to preserve and promote the values that have become our identity, while embracing new values aligned with global trends. With the strength of unity, as embodied in our slogan “*With united strengths*”, and with unwavering belief in our shared values, we are confident that our corporate culture will continue to serve as the guiding light on our long journey ahead.

Chairman of the Board of Directors

Nguyen Anh Tuan

Part I: Strategic Vision – Brand Significance

Strategic Vision

VINARE takes pride in being Vietnam’s national reinsurer, providing partners and clients with the capacity, solutions, and value-added services best suited to their needs, while upholding firm commitments grounded in the company’s core values. We constantly strive to deliver solutions that optimize outcomes, meet the expectations of shareholders, partners, and clients, and proactively fulfill our responsibilities to the community — contributing to the sustainable and inclusive development of Vietnam’s insurance market.

Our commitments are reflected in every strategy and action we undertake: maximizing returns for investors, enhancing efficiency and profitability for the insurance market, and managing risk and capital with rigor and transparency. VINARE is dedicated to training and transferring advanced technological knowledge, providing the most up-to-date information on domestic and international insurance and reinsurance markets, and fostering the sustainable development of Vietnam’s insurance industry. Beyond delivering reinsurance capacity and solutions, we actively contribute to the creation of new insurance products, working hand in hand to build a prosperous future for our community and our nation.

Brand Significance

VINARE’s logo draws inspiration from the graceful, pure form of a lotus petal, harmoniously combined with the image of the rising sun over the sea — a symbol of a promising new beginning and a vision for sustainable growth over time. The logo design concept not only reflects strong bonds and lasting cooperation but also conveys a message of mutual support along the shared journey of development. The rising sun over the sea symbolizes a bright and radiant future, bringing prosperity and serving as a powerful source of inspiration for the enduring growth of VINARE and its valued long-term partners.



The structure, color palette, and usage guidelines for the VINARE logo are specified in detail in the VINARE Logo Standards Manual available on the VINARE website.

Part II: Corporate Culture – VINARE’s Core Identity

Embracing the spirit of “*With United Strengths*”, VINARE strives not only to affirm its position in the insurance market but also to cultivate a distinctive corporate culture - one in which our core values are seamlessly integrated and reflected in every activity. At VINARE, corporate culture is not merely a set of principles or values written on paper; it is the lifeblood, the rhythm, and the concrete actions that shape every step of our development.

Firm in the belief that a unique and authentic corporate culture is the foundation of all success, VINARE is committed to fostering a professional working environment where every member feels supported, connected, and inspired. Our culture is embodied in a strong sense of responsibility, integrity in both word and deed, continuous innovation, and an enduring ambition to conquer new heights.

Guided by the principle “*With United Strengths*”, VINARE is dedicated to building strong, enduring relationships with customers, partners, shareholders, and regulators - placing these relationships at the heart of our sustainable growth. By upholding ethical business practices, respecting diversity, and encouraging a spirit of innovation, VINARE not only generates value for the company but also contributes to the advancement of the broader community and society at large.

UNITED AS ONE

Unity is not only a core value but also the foundation of VINARE’s enduring strength. We are committed to fostering a workplace where every member feels connected, heard and empowered to contribute to our shared success. This sense of unity extends beyond our internal teams to embrace relationships with partners, clients, shareholders, and regulators. It is precisely this solidarity and close collaboration that have enabled VINARE to overcome major challenges, turn adversity into opportunity, and firmly establish our position in the insurance industry.

SYNERGIZING STRENGTHS

At VINARE, each individual is an indispensable link in our operational chain. When individual talents and efforts are combined, the resulting synergy creates values far beyond expectations. This synergy extends beyond the organization, as VINARE actively seeks it in relationships with shareholders, partners, clients, and regulators - harnessing the unique strengths of each party to achieve shared benefits. This foundational principle enables VINARE to meet expectations, contribute to the development of the market, and deliver lasting values to all stakeholders.

LONG-TERM PARTNERSHIP

Partnership is a testament to VINARE’s strategic vision and long-term commitment. We regard our clients, partners, shareholders, and regulators as valued companions on our journey of growth. Every relationship is built on a foundation of trust, mutual respect, and shared values. Over the course of more than 30 years, VINARE has proven that enduring partnerships not only

create stability but also serve as a driving force for reaching new heights and expanding our horizons.

SUSTAINABLE DEVELOPMENT

Sustainable development is not merely a goal but a guiding principle in everything we do. VINARE integrates sustainability into our business strategy, ensuring a balance between economic benefits, social responsibility and environmental stewardship. By adopting ESG (Environmental, Social, and Governance) standards, VINARE not only generates short-term value but also contributes to building a prosperous and lasting future. Our commitment to sustainability is reflected in community support, talent development, and initiatives that enhance quality of life.

PIONEERING INNOVATION

VINARE affirms its leadership through an unwavering commitment to innovation. In the ever-changing landscape of the insurance and reinsurance market, we continuously seek new approaches, adopt advanced technologies, and optimise our management models to meet market demands. At VINARE, innovation is not just a means of survival — it is a means of leading, shaping industry trends, and setting new benchmarks. This pioneering spirit has enabled VINARE not only to maintain our position but also to consistently grow, surpass boundaries, and achieve remarkable success.

Part III: General Regulations

Article 1: Subjects of Application

VINARE Corporate Culture Code applies to:

1. Employees of VINARE (including those holding managerial and executive positions);
2. Individuals seconded or assigned by VINARE to work at its subsidiaries or affiliated companies.

(Hereinafter collectively referred to as “employees”).

Article 2: Purpose

VINARE Corporate Culture Code is developed and promulgated with the following objectives:

1. To define standards of conduct for employees in the performance of their duties and in social interactions, ensuring consistency, courtesy, and civility in accordance with each individual’s obligations and responsibilities;
2. To foster a cultured and courteous entity, where partners, clients, and colleagues are treated with respect at all times and in all settings, thereby enhancing business performance;

3. To instill discipline and professional ethics, ensuring that employees act in alignment with VINARE's committed values and contribute to a civilized workplace that drives greater efficiency;
4. To build a team of employees who are competent, capable, ethical, and united in fulfilling VINARE's mission with excellence;
5. To strengthen VINARE's image and reputation, creating competitive advantages and promoting the brand domestically and internationally;
6. To safeguard VINARE's core values and work toward its sustainable development.

Part IV: Specific Regulations at VINARE

Article 3: Dress Code

1. All VINARE employees must strictly comply with the dress code regulations at the workplace, specifically:
 - 1.1. **Monday to Thursday:**
 - Formal or semi-formal business attire, modest in style.
 - Jeans, T-shirts and sneakers are not permitted.
 - Sheer tops/dresses, or skirts/dresses having hemlines more than 5 cm above the knee are not permitted.
 - 1.2. **Friday:**
 - Business attire as prescribed for Monday to Thursday is encouraged. Jeans, collared polo shirts, and sneakers are permitted.
 - Sheer tops/dresses, or skirts/dresses having hemlines more than 5 cm above the knee are not permitted.
 - In cases where there is a scheduled meeting with partners or clients, attire must comply with the requirements stated in section 1.1 above.
2. When meeting or working with domestic or international partners and clients, employees must wear the VINARE lapel pin.
3. When attending parties, conferences, or events outside VINARE:
 - Employees must choose attire appropriate to the nature of the event and comply with any dress requirements stated in the invitation (if any).
 - In the absence of specific dress requirements, preference should be given to neat, formal business attire that conveys VINARE's professional and cultured image.

4. Managers of departments and branch are responsible for regularly reminding and instructing their staff to strictly follow this regulation. Any employee failing to comply may be considered a violation of the Company's Internal Labor Regulations.

Article 4: Standards of Communication

1. General standards:

All communication, whether within the company or with external partners, should reflect courtesy, respect, warmth and confidence. Greet others when arriving and say goodbye when leaving. Words of respect such as "thank you," "sorry," and "sincerely" are encouraged as daily habits and as expressions of genuine regard. Open-mindedness, active listening, and mutual respect form the foundation of all interactions. Offering constructive feedback and encouragement helps build a supportive and effective workplace.

2. Greeting etiquette:

When greeting, it is recommended to stand with a confident posture, back straight, and make friendly eye contact with the person being greeted. This conveys goodwill and respect. Be proactive in greeting guests, partners, and clients. In the workplace, subordinates typically greet superiors first; among peers, the younger greets the elder first. A greeting should always be acknowledged with a friendly reply, whether in words or gestures.

3. Handshake etiquette:

When shaking hands, posture matters - stand upright, make eye contact, and smile warmly. A gentle grip conveys friendliness and sincerity; avoid shaking hands for too long, squeezing too tightly, or shaking repeatedly. The handshake should reflect professionalism and respect. As a welcoming gesture, offer handshakes in the order of arrival, starting with those who arrived first, followed by those who arrived later; or by seniority and age, with higher-ranking and older individuals greeted first.

4. Introductions:

Introduce senior individuals first, stating their name and title with respect. When introducing yourself, provide your name and department concisely, with politeness and humility.

5. Telephone communication:

Telephone conversations should be friendly, clear and easy to follow. Keep a polite tone and a moderate volume to avoid disturbing others. When calling someone you have not met before, introduce yourself by name, title, and the purpose of your call. When receiving a call from an unfamiliar number, politely ask for the caller's name and organization before discussing details. Conclude every call with a courteous thank-you or farewell.

6. Email communication:

Each email should have a clear subject line that reflects the main purpose of the message. The content should be concise, accurate and easy to understand. Review emails carefully before sending to avoid errors and to maintain security in work-related communication.

Article 5: Standards of Behaviour

1. Conduct of Supervisors toward employees:

Leaders at VINARE are expected to set an example by aligning words with actions and fostering internal unity. They should assign tasks reasonably, matching the abilities of teams and individual employees, and always listen to, respect, and care for their staff - not only in work matters but also in life. Leaders are encouraged to provide praise, motivation, and fair, impartial evaluation, creating opportunities for growth. Rewards and disciplinary actions should be transparent, procedural, and timely, applied to the right person and the right matter. In challenging times, leaders stand alongside their teams, avoiding misuse of authority or unfounded criticism, while offering consistent guidance and support to help employees succeed in their work.

2. Conduct of Subordinates toward supervisors:

Subordinates at VINARE are expected to carry out their supervisors' decisions with diligence and a high sense of responsibility, fulfilling assigned tasks to the best of their abilities. They should show respect, maintain proper decorum, and preserve professionalism in all circumstances. Employees are encouraged to listen attentively, communicate openly, and take constructive feedback from supervisors with a spirit of improvement. They should actively address shortcomings and continually strive to improve their performance. Work should follow proper procedures, avoiding bypassing hierarchical levels, while maintaining smooth and effective coordination within the organization.

3. Conduct among colleagues:

Colleagues at VINARE are encouraged to work in harmony to accomplish shared objectives. Feedback and evaluations should be constructive, objective, timely, and aimed at the collective good. Employees should show care, support, trust and respect toward one another, protect each other's legitimate reputation, and strictly avoid harassment, causing discomfort, or displaying disdain toward colleagues. They should respect personal boundaries and avoid intruding into private matters unrelated to work. Collaboration, mutual assistance and care not only help achieve collective goals but also strengthen trust and long-term collegial relationships.

4. Conduct toward partners and clients:

Every member of VINARE is encouraged to demonstrate professionalism in all tasks, combined with politeness, courtesy and respect toward partners and clients, while maintaining humility in every interaction. Each employee serves as a cultural ambassador, helping to build and strengthen relationships with shareholders, partners and clients, promoting deeper understanding of long-term cooperation and mutual growth.

5. Conduct toward new employees:

Leaders and colleagues are encouraged to help new employees integrate smoothly into VINARE's workplace culture. This includes providing time and guidance to familiarize them with the company's work style, documentation systems, rules, and leadership perspectives on building a professional work environment. A friendly, supportive, and welcoming atmosphere should be maintained, with reasonable task assignments that enable new employees to adapt quickly and effectively. Disengaged, indifferent, or discriminatory attitudes toward newcomers are to be avoided. New employees, in turn, are expected to learn the internal regulations, relevant documents for their position, and information about VINARE's operations.

6. Conduct toward former and retired employees:

At VINARE, the tradition of honoring those who paved the way is deeply upheld and cherished. All former employees, whether still active or retired, are considered an integral part of VINARE's history and growth. Leaders and staff express respect, gratitude and recognition for the contributions of earlier generations, maintaining bonds through appreciation events, visits and regular gatherings, especially on anniversaries and festive occasions. When meeting former colleagues, all members should show respect, courtesy, and pride in VINARE's traditions, preserving the company's image and reputation so that past generations continue to feel valued and warmly connected to the VINARE family.

Article 6: Standard of work

1. Commitment and unity in work:

Once a decision is made by the leadership, all members of the Corporation are expected to act in unison, with full commitment and the highest sense of responsibility. Personnel arrangements are based on trust, appropriate delegation, and empowerment to optimize work efficiency and maximize each individual's potential. Every individual must demonstrate self-reliance and accountability for their work and delegated authority, always placing VINARE's collective interests above personal considerations.

2. VINARE's common interests as the top priority:

Every employee is expected to put VINARE's interests above personal gain, continuously striving to learn, innovate, remain adaptable, and proactively complete tasks on schedule. Work must be handled in compliance with established principles, within the scope of authority and responsibility, and in alignment with the Corporation's objectives and operational realities. VINARE employees are committed to their work, not merely fulfilling set hours, and must never misuse authority to hinder operations.

3. Compliance with regulations and fostering a positive work environment:

All employees must strictly adhere to the Corporation's internal rules and policies, as well as applicable laws and regulations. VINARE fosters a professional work ethic, along with a positive, cooperative and enthusiastic attitude. Loud or disruptive behavior, engaging in personal matters during working hours, or leaving the workplace without proper notification and justification are not acceptable. Avoidance of responsibility, deliberate work delays and internal unhealthy competition are strictly prohibited.

4. Effective communication and respect for opinions:

When presenting personal views, employees should be concise, clear, and focused, maintaining a calm and constructive tone and demeanor. In listening and responding, employees should give their full attention, show respect for others' opinions, refrain from interrupting, and allow others to fully express their points before sharing their own perspective.

5. Constructive resolution of disagreements:

In the event of differing opinions, employees should remain calm, assess matters objectively, and identify the root causes and appropriate solutions. Individuals should have a clear and principled stance, expressed with sincerity, goodwill, and honesty, always keeping the common interest in mind. Employees must avoid bias or prejudice against those with differing views and refrain from any retaliatory or preferential behavior in all circumstances.

Article 7: Standards for Meetings and Conferences

1. Seating arrangements in meetings

1.1 In meetings with partners:

The highest leaders (serving as the meeting chair) will be seated at the center position, guiding and coordinating VINARE's contributions. Other seats will be arranged in order of priority, with higher-ranking participants seated closer to the chair and lower-ranking participants seated further away.

Representatives of partner organizations should be seated opposite the VINARE leader to ensure direct and effective communication throughout the meeting.

Whenever possible, departments responsible for specific work areas should be seated opposite their counterparts on the partner side to facilitate closer and friendlier interaction.

For important meetings, if nameplates are required, the organizing unit should prepare them and arrange seating in advance to ensure professionalism and orderliness.

1.2 In internal meetings:

The highest leaders (serving as the meeting chair) will occupy the central seat designated for the chairperson, ensuring effective meeting coordination.

Other seats will be arranged in order of priority, with higher-ranking participants seated closer to the chair and lower-ranking participants seated further away.

2. Meeting Etiquette:

2.1 For the organizing unit:

The unit responsible for organizing the meeting must schedule and inform participants in advance, ensuring that all are aware of the time, venue and agenda.

The meeting agenda should be prepared thoroughly, with all necessary technical and logistical arrangements in place to ensure smooth and productive proceedings.

2.2 For meeting participants:

Participants must be present in the meeting room at least five minutes before the scheduled start time. If unable to attend or likely to arrive late for valid reasons, participants must inform the meeting organizer in advance.

Upon receiving the meeting invitation and agenda, participants should prepare their materials and talking points to contribute effectively to the discussion.

Participants may speak only with the chair's consent and must not interrupt or speak over others. Respect should be given to others' speaking time, avoiding any disruptions.

When speaking, participants should first listen attentively to others' viewpoints, then share their own perspectives. Remarks should remain relevant to the meeting topic and avoid digressions.

Negative remarks, personal attacks or inappropriate language are strictly prohibited. All discussions must be conducted in a respectful, cooperative, and constructive manner.

Mobile phones should be set to silent mode, and calls should be avoided during the meeting. In urgent cases, participants should excuse themselves quietly to take the call outside and return promptly.

Personal activities unrelated to the meeting, such as reading, playing games, or unrelated work, are not permitted. If it is necessary to leave the meeting, participants must obtain the chair's consent.

3. Dress code for meetings

Participants must dress in a professional and elegant manner, reflecting respect for the chair and fellow attendees. VINARE employees are required to wear their VINARE lapel pin when attending meetings with external guests.

Article 8: Standards for attending receptions and banquets

1. Seating arrangements

When attending a banquet, seating should be arranged in accordance with the guests' positions and roles. The most distinguished guests should be seated in central positions. If several guests hold the same rank, priority should be given in the following order: seniority in age, then by age, followed by gender (with female guests given priority), and guests before the host. Seating should alternate between men and women, hosts and guests, and married couples should be seated together. Female guests should not be placed at the far end of the table. The host should be seated at a central position facing the entrance, allowing an overall view of the banquet space.

2. Dress code

For diplomatic events or receptions with important partners, attendees must dress formally and wear the VINARE lapel pin as prescribed. For informal banquets, attire should be appropriate to the occasion-elegant, neat and reflecting confidence in social interaction.

3. Etiquette during the banquet

During the banquet, attendees should maintain a proper yet natural sitting posture, avoiding resting elbows on the table. Eating or drinking should be avoided while the host or distinguished guests are speaking. When serving food to guests, always use separate serving utensils - never use one's own chopsticks, spoons, or forks to serve others. Guests should not be pressured to drink alcohol, and attendees themselves should avoid excessive drinking to maintain self-control. When toasting, ensure that the rim of one's glass is not raised higher than that of the guest's glass, and never clink the bottom of one's glass against the rim of another's.

Conversation during the banquet is welcome but should not occur while chewing food. Avoid discussing political matters or disclosing VINARE's confidential information. If smoking, always seek the consent of those nearby and, if possible, refrain from smoking within the banquet area. When leaving the table, do so discreetly to avoid drawing attention. The host should never depart before the guests, as a sign of respect for all attendees.

Article 9: Standards for exchanging business cards

The exchange of business cards serves as a means to build and strengthen professional and personal relationships. When receiving a business card, do not put it away immediately; take a moment to review it and clarify any unclear details. When presenting a business card, do so with sincerity and friendliness. In group settings, business cards should be exchanged starting with the highest-ranking individual present.

Article 10: Standards for using office spaces

Workspaces:

All work areas must be kept clean, tidy, organized, and efficient. Do not leave food, litter, or clothing in workspaces, as this may affect the office's overall appearance. Personal items must

be properly managed and should not interfere with colleagues' work areas. Do not display pictures, posters, or banners that are inappropriate for the professional office environment.

Common Areas:

In shared spaces such as the staff cafeteria, meeting halls, and other communal areas, hygiene rules must be followed, and respect for others must be maintained. When using the cafeteria, avoid loud or disruptive behavior. Always dispose of leftover food in the designated areas, and prevent food from spilling on the floor. Cups, dishes, and utensils must be placed in the designated collection area after use.

When using elevators or staircases, avoid pushing or crowding. Always give priority to pregnant women, the elderly, partners, clients and senior leaders.

All employees are responsible for protecting the greenery within the company's premises and for strictly complying with safety, security, and fire prevention regulations at the workplace.

Article 11: Standards for Participating in Group Activities

At VINARE, employees are encouraged to work wholeheartedly and enjoy recreational activities appropriately, recognizing the importance of balance between professional duties and personal well-being. Participation in group and extracurricular activities is considered a valuable opportunity to improve health, foster communication, strengthen internal bonds, and promote solidarity within the Corporation. Team-building games and activities that encourage collaboration are also promoted, helping to create a vibrant, energetic work environment that motivates cooperation and mutual support among members.

Article 12: Standards of Diversity, Equity, and Inclusion

1. VINARE's Commitment

VINARE is committed to fostering a professional working environment where all employees are respected, empowered, and given equal opportunities to grow. Diversity in people, perspectives, and experience is the foundation of VINARE's sustainable development in the reinsurance industry - a field that demands innovation, international collaboration, and adaptability. We uphold the principles of Diversity, Equity, and Inclusion (DEI) across all policies regarding recruitment, human resource development, and workplace environment.

2. Diversity at VINARE

VINARE embraces and celebrates diversity within its workforce, including:

- Gender: Promoting equal opportunities for both men and women, especially in leadership and technical roles.

- **Age:** Encouraging synergy between the experience of senior staff and the creativity of younger generations to build a strong talent pipeline.
- **Professions & Expertise:** Welcoming professionals from various fields - finance, insurance, technology, legal, etc. - to enhance analytical and decision-making capabilities.
- **Education & Experience:** Valuing both academically trained individuals and those with rich, practical experience in the (re)insurance industry.
- **Background & Culture:** Embracing regional and cultural diversity to maintain an open, inclusive workplace, especially within an international collaboration context.

3. Equity at VINARE

VINARE ensures fairness in all policies relating to recruitment, promotion, compensation, and performance evaluation, with zero tolerance for any form of discrimination.

- **Career Opportunities:** Every employee has equal access to development opportunities based on their competencies and contributions, not personal characteristics.
- **Compensation & Benefits:** Salary, bonus, and benefit policies are transparent and equitable, regardless of gender, age, or background.
- **Evaluation & Promotion:** Personnel assessments are based on actual work performance and contributions, free from personal bias or prejudice.

4. Inclusion at VINARE

VINARE is dedicated to cultivating a respectful, prejudice-free, and inclusive work environment where every individual is empowered to reach their full potential.

- **Open Culture:** Encouraging employees to speak up, share ideas, and propose innovations without fear of stigma or structural barriers.
- **Mutual Support:** Promoting a collaborative spirit where colleagues help one another to grow and succeed.
- **Respect & Recognition:** Acknowledging and appreciating all contributions, regardless of one's role or tenure.

5. Implementation commitment

VINARE remains committed to continually improving and enhancing its policies on Diversity, Equity, and Inclusion to ensure a fair, inclusive, and respectful workplace. Every employee shares the responsibility to uphold this culture and contribute to building a sustainable and supportive working environment.

Article 13: Prohibited Conduct at VINARE

The following behaviors are strictly prohibited at VINARE:

1. Smoking during meetings or in any shared workspace within the company; smoking is only allowed in designated areas as prescribed by internal regulations.
2. Use of illegal drugs in any form, under any circumstances.
3. Consumption of alcoholic beverages at the VINARE headquarters or affiliated offices, except during officially approved celebrations, receptions, or diplomatic events.
4. Use of vulgar or offensive language in the workplace.
5. Unauthorized promotional or marketing activities within the workplace.
6. Physical altercations or violent behavior, including fighting or any form of conflict in the office environment.
7. Defamation, slander, or actions that disrupt internal unity and harmony.
8. Harassment, unfair treatment, or creating undue difficulty in the work of colleagues or subordinates.

Article 14: Ethical standards and performance evaluation

Each VINARE staff member is expected to adhere to ethical standards and demonstrate professional conduct to maintain a respectful, safe, and trustworthy work environment:

1. Respect for individuals – Treat others fairly and without discrimination; refrain from harassment or any behavior that offends the dignity or reputation of colleagues, clients, or partners.
2. Cultural and social appropriateness – Communicate politely and constructively; behave in accordance with Vietnamese cultural traditions, social norms, family and marital values, and ethical standards; avoid speech or actions that could be misunderstood or harm one's personal image or the reputation of VINARE.
3. Transparency and integrity – Comply with laws and company regulations; do not engage in, tolerate, or conceal any unethical, illegal, or non-compliant behavior.
4. Fostering a positive workplace – Keep the workplace clean, orderly, and safe; act with friendliness and mutual respect; actively contribute to a collaborative, supportive, and motivating working environment.

Violations of these standards will be considered during performance evaluations, depending on the nature, circumstances, and severity of the misconduct. Disciplinary measures may include reminders, warnings or formal actions in accordance with VINARE's internal policies.

Part V: Implementation

Article 15: Implementation provisions

All staff members are responsible for fully complying with and implementing the provisions set forth in this Code of Conduct.

Any amendments or supplements to this Code shall be decided by the Chairman of the Board of Directors based on consultation with the Chief Executive Officer. Revised content will be publicly communicated in accordance with current regulations and VINARE's internal policies.