



# VCON Code of Conduct

## A Message from Our Managing Director

At VCON, integrity is more than a value; it's the cornerstone of who we are. Every day, our choices and behavior reflect not only on ourselves but also on our company. We are committed to acting with honesty, professionalism, and accountability in all our interactions with teammates, clients, partners, and our communities.

This Code of Conduct is a shared commitment to uphold the principles of **Teamwork, Integrity, and Excellence**. Thank you for doing your part to make VCON a company we are all proud to represent.

Ken Chaichanavong  
Managing Director  
VCON

## 1. Purpose and Scope

This Code of Conduct applies to all VCON employees, officers, directors, and contractors. It sets out the expectations for ethical behavior, legal compliance, and professional conduct. Everyone is responsible for following it.

## 2. Our Core Values

### 2.1 Ethical Behavior

We are committed to conducting business with honesty, fairness, and transparency. We follow the law and do the right thing even when it's not the easiest option.

### 2.2 Conflicts of Interest

A conflict of interest happens when personal interests interfere or appear to interfere with VCON's interests. If you think you may be facing a conflict, speak up and disclose it to your manager.



### **3. Anti-Corruption and Legal Compliance**

#### **3.1 No Bribery or Kickbacks**

We do not offer or accept bribes, kickbacks, or improper payments of any kind. This includes anything of value offered to gain a business advantage or influence decisions.

#### **3.2 Gifts and Entertainment**

Employees are strictly prohibited from offering, promising, or authorizing any gift, meal, event ticket, entertainment, or other item of value to public officials with the intent to improperly influence their decisions or actions in their official capacity. Likewise, no employee may accept such items in return for providing or appearing to provide an improper business advantage.

#### **3.3 Political and Charitable Contributions**

VCON does not make political contributions on behalf of the company. All charitable donations must be transparent and in line with our corporate values.

### **4. Fair Business Practices**

#### **4.1 Competition and Antitrust**

We compete fairly and honestly. We do not engage in price-fixing, bid-rigging, or any actions that limit free and fair competition.

#### **4.2 Anti-Money Laundering**

We only do business with reputable parties involved in legal activities. Be alert to signs of money laundering or financial fraud and report any concerns.

#### **4.3 Honest Recordkeeping**

All financial and business records must be accurate, complete, and truthful. Do not falsify records or misrepresent information.



## **5. Protecting VCON's Assets**

### **5.1 Confidential Information**

All confidential information pertaining to VCON and its stakeholders must be treated with the highest level of integrity and discretion. Disclosure of such information is strictly limited to individuals who are duly authorized and have a legitimate need to know.

Similarly, all employees are expected to protect and preserve the assets of VCON and its stakeholders, and may only access, use, or manage such assets with appropriate authorization. Any unauthorized use, misappropriation, or theft of company or stakeholder assets constitutes a serious violation of company policy and will not be tolerated.

### **5.2 Proper Use of Company Resources**

Use VCON's equipment, tools, and resources for legitimate business purposes only. Theft, misuse, or unauthorized use of company property is strictly prohibited.

### **5.3 Privacy and Data Protection**

VCON employees are required to comply with all applicable data protection laws and adhere to VCON's internal policies regarding the handling and safeguarding of personal data belonging to employees, clients, and third parties. The protection of personal information is of critical importance. Any known or suspected data security weaknesses or breaches must be promptly reported to the Chief Information Security & Privacy Officer.

## **6. Our Workplace Culture**

### **6.1 Respect for All**

We are committed to a workplace free from discrimination, harassment, and retaliation. Everyone deserves respect regardless of race, gender, age, religion, sexual orientation, disability, or any protected status.

### **6.2 Fair Labor Practices**

We comply with all labor laws and do not tolerate child labor, forced labor, or unsafe working conditions. Employment must always be voluntary.



### **6.3 No Harassment**

VCON maintains a zero-tolerance policy for unlawful harassment in any form whether involving employees, job applicants, interns, volunteers, clients, independent contractors, vendors, or non-employees at any VCON workplace or job site. Harassment that occurs in the workplace, or in any setting connected to a person's work with VCON, is strictly prohibited.

We are equally committed to protecting those who speak up. Retaliation of any kind including harassment, intimidation, threats, coercion, or discrimination is strictly prohibited against anyone who:

- Reports harassment or discrimination in good faith,
- Participates in or cooperates with a workplace investigation or compliance proceeding,
- Or exercises any right protected under applicable equal employment opportunity laws.

## **7. Health, Safety, and the Environment**

### **7.1 Workplace Safety**

We are committed to maintaining a safe and healthy workplace. Follow all safety procedures and report hazards or incidents without delay.

### **7.2 Environmental Responsibility**

We take responsibility for reducing our environmental impact. We comply with environmental laws and support sustainability in our projects and operations.

## **8. Compliance and Reporting**

### **8.1 Leadership Responsibilities**

Managers and leaders are expected to set the tone by demonstrating ethical behavior and ensuring their teams understand and follow this Code.



## 9. Final Commitment

### Upholding the VCON Code of Conduct

At VCON, our corporate culture is founded on a set of core principles that guide our daily actions and decisions. These values are vital to the integrity and success of our organization, and it is the shared responsibility of every employee to uphold and embody them.

All team members are expected to be familiar with and committed to the VCON Code of Conduct. Adherence is not optional, it is an essential aspect of our professional conduct. While every employee plays a part, senior leaders have a particularly critical role in reinforcing this commitment. As role models, they are responsible for clearly communicating the importance of the Code to their teams and fostering a culture of integrity through their own actions.

That said, each individual at VCON is also empowered to act with responsibility and sound judgment within the scope of their role, consistent with our organizational values and standards.

To support this commitment, the VCON Compliance Team offers training sessions and guidance to help employees understand the Code of Conduct and apply it in real-world situations. They are also available to provide confidential advice on compliance-related matters to help prevent issues before they arise.

Employees and external stakeholders may direct compliance-related questions or concerns to **compliance@vconthai.com**, or report suspected violations through our confidential whistleblower hotline **+66851195940**

If you believe a breach of the Code or applicable regulations has occurred, you are expected to report it to your supervisor, the Compliance Team, or through the hotline. VCON strictly prohibits any form of retaliation against individuals who raise concerns in good faith or take action in alignment with our ethical and legal responsibilities.