



CORPORATE SUSTAINABILITY INDEX 2022

**NOTE: This English version is for reference ONLY.
All official applications are required to be
submitted in Vietnamese.**

PART I - COMPANY PROFILE

Company name			
Tax code			
Type of business organization (joint stock, limited liability, privately-held etc.)			
Stock symbol (if any)			
Size	<input type="checkbox"/> Micro/small	<input type="checkbox"/> Medium/large	
Industry	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Trade - service	
Main businesses			
Head office			
Telephone		Fax	
Website		Email	
Year of establishment			
Legal representative	Position	Mobile number	Email
Full name			
Contact person	Position	Mobile number	Email
Full name			
Subsidiary companies			
Name-Address	Telephone	Email	
Branches/Factories			
Name-Address	Telephone	Email	
Main products/services	Output in 2021		

Key inputs (if any)	Average volume by year			Domestic ratio	Import ratio
	2019	2020	2021		
Main markets			Standards/tools applied to business		
Domestic (province/city)	Foreign		Quality	Environment	Labor - society
Fuel consumption by year			2019	2020	2021
Electricity (kWh)					
Gasoline (liter)					
Oil (liter)					
Coal (metric ton)					
Other fuels (specified, if any)					
Financial information			2019	2020	2021
Registered capital (million VND)					
Capital spent on business operations (million VND)					
Labor - social information			2019	2020	2021
Employees (person)					
Female employees					
Senior managers (person)					
Senior female managers					
Minor workers (if any) - aged from 15 to below 18					

PLEASE PROVIDE THE ORGANIZATIONAL CHART, MANAGEMENT STRUCTURE, GOVERNANCE METHODS AND DECISION-MAKING PROCEDURES



Note: Please send copies of certificates granted by third parties, which should be valid during the Program, to the Organizing Board

PART II – PERFORMANCE IN THREE YEARS

DESCRIPTION			2019	2020	2021	Documents provided
I-1	C	Revenue				
I-2	C	Earning before tax (<i>million VND</i>)				
I-3	C	Return on equity (ROE)				
I-4	C	Return on assets (ROA)				
I-5	C	Contribution to the State Budget (<i>million VND</i>)				
I-6	A	Social contributions through programs/initiatives on humanitarian aid/community development/environmental protection, etc. (<i>million VND, if any</i>)				
I-7	C	Export value (<i>million VND, if any</i>)				
I-8	C	Import value (<i>million VND, if any</i>)				
I-9	C	Average income of male employees (<i>million VND</i>)				
I-10	C	Average income of female employees (<i>million VND</i>)				
I-11	A	Percentage of municipal solid waste, industrial solid waste collected, sorted, recycled and reused (<i>if any</i>)				
I-12	A	Percentage of wastewater collected, recycled and reused (<i>if any</i>)				
I-13	A	Percentage of renewable energy in the energy structure (<i>if any</i>)				
I-14	A	Total volume of greenhouse gas emissions				

PART III – GOVERNANCE INDICATORS

G – CORPORATE GOVERNANCE INDICATORS			Implemented by the Company		Materials and images enclosed in the application record
			Yes	No	
SUSTAINABLE DEVELOPMENT COMMITMENTS					
G1	C	Integrate social and environmental goals into the business plan			
G2	A	Have a division/personnel in charge of sustainable development in the organizational structure			
G3	A	Devise business strategy based on specific United Nations Sustainable Development Goals (SDGs)			
RISK MANAGEMENT					
G4	C	Have risk management policies in business			
G5	A	Build and carry out programs to further understand, prevent, mitigate and recover from force majeure cases in business			
PROCUREMENT, SUPPLIER AND ANTITRUST MANAGEMENT IN BUSINESS					
G6	C	Have policies/regulations on procedures for procurement of goods and services			
G7	A	Establish and implement processes for sustainable supply chain management in business			
G8	A	Take part in antitrust programs/initiatives in business practices			
CUSTOMER SATISFACTION					
G9	C	Have policies and information channels and conduct surveys and evaluations on customer satisfaction of products/services to make further improvements			
G10	C	Build and follow approved procedures to settle customer complaints and feedbacks			
SPECIFIC POLICIES					
G11	A	Have and announce commitments to responsible business, respect to human rights			
G12	C	Have planning, training and fostering policies/programs for female leaders			
G13	A	Adopt a gender diversity policy in the Board of Directors and the Executive Board			
G14	A	Have official policies/regulations on flexible working mode			
G15	C	Have policies/regulations on minor workers aged from 15 to 18			
G16	C	Have policies/provisions against sexual harassment and abuse in the workplace			
G17	C	Apply non-discrimination policy (by region, gender, religion, age, lifestyle, HIV/AIDS infection, etc.)			

G18	A	Apply a policy on fair income and remunerations			
G19	A	Have a policy/code of conduct on corruption resistance in business (<i>including rules against power abuse and corruption within the company</i>)			
G20	C	Have policies/codes of conduct on prevention of trafficking, consumption and use of wildlife and products derived from wildlife			
COMMUNICATION					
G21	C	Establish communication forms with partners and stakeholders			
G22	A	Prepare and publish the annual report integrated with nonfinancial information (<i>environmental, labor and social information</i>)/sustainability report			
RESEARCH AND DEVELOPMENT					
G23	A	Have a research and development department in the organizational structure			
G24	C	Have trade promotion programs/activities to develop new customers/new markets			
IMPROVEMENT PROGRAM					
G25	A	Adopt and apply processes for annual personnel performance assessment (<i>from middle management onwards</i>)			
G26	A	Improve the management system/process when receiving constructive opinions			

PART IV – ENVIRONMENTAL INDICATORS

E - ENVIRONMENTAL INDICATORS			Implemented by the Company			Materials and images enclosed in the application record
			Yes	No	N/A	
COMPLIANCE WITH ENVIRONMENTAL PROTECTION LAW						
E1	C	Have all (<i>valid</i>) environmental protection permits granted by competent authorities				
E2	C	Pay environmental taxes/fees/charges as prescribed by law				
E3	C	Report environmental protection to authorities in a proper, complete and timely manner				
E4	C	Apply environmental protection in export, import and transit of used machinery, equipment, vehicles, input materials and scraps				
E5	A	Carry out product/package collection programs/measures when products/packaging materials are discarded				
NATURAL RESOURCE CONSERVATION, WASTE MANAGEMENT TOWARD CIRCULAR ECONOMY						
E6	C	Rationally, economically and sustainably extract and use land, water, mineral, forest and maritime resources and natural ecosystems				
E7	C	Economically use input materials, prolong product life cycle, reduce waste and emissions				
E8	A	Reuse/recycle excess/substandard inputs in primary production processes				
E9	C	Monitor, supervise and manage energy costs in manufacturing/business				
E10	C	Adopt power-effective measures/activities in manufacturing/business				
E11	A	Carry out initiatives to replace fossil fuels, use renewable energy for manufacturing/business				
E12	A	Have initiatives to carry out circular reuse of wastewater				
E13	A	Have cooperation programs/initiatives to recycle/reuse waste				
ENVIRONMENTAL PROTECTION, POLLUTION PREVENTION, INCIDENT HANDLING AND CLIMATE ADAPTATION AND RESPONSE						
E14	C	Have projects and measures to collect and treat wastewater, exhaust gas, dust, noise, vibration and unpleasant odors etc. to meet environmental protection requirements before they are discharged into receiving sources				

E15	C	Have solutions to reduce solid waste, collect, sort and treat municipal solid waste in daily life and in business				
E16	C	Establish and strictly comply with regulations and procedures for collection and transportation of industrial solid waste and hazardous solid waste				
E17	C	Control, monitor and observe wastewater, exhaust gas and dust as required				
E18	C	Have enough equipment and tools to prevent and respond to environmental incidents				
E19	A	No use of raw materials, fuels, products, commodities, packages and equipment that contain pollutants and indecomposable matters				
E20	C	Have measures to safe management, usage and storage of chemicals used for production/business				
E21	A	Carry out greenhouse gas emission inventories in manufacturing, business and service				
E22	A	Have measures to reduce greenhouse gas emissions in manufacturing, business and service				
MANAGEMENT, EDUCATION AND COMMUNICATION						
E23	C	Arrange personnel in charge of environmental protection, have budget and equipment for environmental protection				
E24	C	Organize communication activities to raise awareness of environmental protection for employees				
E25	A	Consult public opinions on environmental impacts caused by the company, disclose environmental information of the company				
E26	A	Have activities to support and assist the community in environmental protection and response to natural disasters and environmental incidents				

PART V – SOCIAL AND LABOR INDICATORS

S&L – SOCIAL AND LABOR INDICATORS			Implemented by the Company			Materials and images enclosed in the application record
			Yes	No	N/A	
HUMAN RESOURCES MANAGEMENT						
L1	C	Comply with regulations on formation, enforcement and termination of lawful employment contract (provide information, power of assignment, contract content)				
L2	C	Respect regulations on probation				
L3	C	Develop and register the company's labor regulations with competent authorities				
L4	C	Comply with legal provisions on disciplinary action (order, procedure, form and authority).				
L5	C	Make the employee management register as required				
L6	C	Have a payroll register and periodically report labor use to competent authorities				
WAGES, ALLOWANCES AND FRINGE BENEFITS						
L7	C	Develop and publicize the work assignment system and the salary structure for employees				
L8	C	Establish regulations on salary payment for employees				
L9	C	Pay salary and wages in full and in time				
L10	C	Provide the list of salary payments to employees according to law				
L11	C	Build a reward system for employees				
L12	A	Paying 13th month salary for employees				
L13	A	Apply rewards and incentives for employees				
L14	C	Pay compulsory social insurance, health insurance and unemployment insurance for employees (paid on net salary)				
L15	C	Pay social insurance, health insurance, unemployment insurance in time				
L16	C	Pay severance allowance and unemployment allowance in accordance with the law				
WELFARE						
L17	A	Have a voluntary insurance scheme for employees				
L18	A	Have dormitories or provide housing support for employees				
L19	A	Provide travel fees/vehicle support for employees to go to work, meal grants and uniform grants for employees				
L20	A	Provide benefits/supports for employees' children (present gifts for academic achievements, support tuition fees and grant scholarships, etc.)				

L21	A	Have support policies/programs for building kindergartens, providing financial support for childcare and preschool education, etc. for employees				
L22	C	Organize cultural, artistic and sports activities for employees				
L23	C	Have annual vacations and leaves for employees				
WORKING TIME AND REST TIME						
L24	C	Respect working time and rest time for employees				
L25	C	Respect pays for overtime work, night shift, working on holidays and days off for employees				
OCCUPATIONAL SAFETY AND HEALTH, FOOD SAFETY						
L26	C	Provide periodical health checks for all employees				
L27	A	Provide specialized health checks for employees				
L28	C	Have a medical department and medical staff (full-time/part-time) or have healthcare service contracts with medical facilities				
L29	A	Perform quality control, food safety and kitchen hygiene for employees				
L30	C	Apply regulations and processes to ensure occupational safety and health				
L31	C	Assign occupational safety and health personnel				
L32	C	Perform periodic inspections of equipment subject to strict safety requirements				
L33	C	Establish and implement operation processes for machinery and equipment subject to strict safety requirements				
L34	C	Regularly assess risks to take measures to control unsafety risks in the workplace				
L35	C	Have plans/procedures for handling unsafe and dangerous incidents in the workplace				
L36	C	Provide full personal protective equipment for employees				
L37	C	Count and classify employees undertaking heavy and hazardous jobs subject to strict occupational safety and health requirements				
L38	C	Provide training in occupational safety and health for employees and employers				
L39	C	Carry out annual assessment of the work environment				
EDUCATION AND TRAINING						
L40	C	Provide job training and apprenticeship for raw recruits				
L41	C	Conduct periodical assessment of work performance and career development of employees				
L42	C	Establish and implement annual career and skills training and development plans for employees				

TRADE UNION, COLLECTIVE BARGAINING AGREEMENT						
L43	C	Set up the trade union or the organization representative of employees				
L44	C	Carry out lawful collective bargaining				
L45	C	The content of the collective bargaining agreement is not contrary to the law and more helpful to employees				
WORKPLACE DEMOCRACY, INFORMATION EXCHANGE AND PROCESSING, LABOR DISPUTE SETTLEMENT						
L46	C	Establish and publicize regulations on democracy in the workplace				
L47	C	Establish and operate an effective information exchange mechanism across the company				
L48	C	Organize dialogues in the workplace				
L49	C	Host annual employee conferences				
L50	A	Regularly measure employee satisfaction with the company's policies and operations				
L51	C	Lawfully settle labor disputes				
WOMEN'S EMPLOYMENT, SPECIAL LABOR, NON-DISCRIMINATION AND NO FORCED LABOR						
L52	C	Ensure gender equality in labor (employment, reward, working conditions, occupational safety, working time, rest time, sick leave, maternity leave and other welfare policies)				
L53	C	Train and foster work capacity for female employees				
L54	A	Consult female workers or their representatives when deciding on issues related to women's rights, obligations and interests				
L55	A	Allow students to experience internships in the company				
L56	C	Enter into employment contracts with people under 18 years old (minor workers) by law				
L57	C	Establish a separate monitoring book for minor employees				
L58	C	Create opportunities for minor workers to access culture, vocational education, skills improvement training and entertainment				
L59	C	Not apply forced labor in the form of keeping personal identity papers, education degrees and deposit/escrow, threatening dismissal, obliging unwilling overtime work, etc.)				
RELATIONS WITH CUSTOMERS, COMMUNITY AND SOCIETY						
S1	C	Obey product/service branding and marketing requirements				
S2	C	Inspect and evaluate product/service quality to ensure the safety and health of consumers, especially children				
S3	C	Respect customer information privacy and security in the course of collecting, storing, processing and using it				

S4	A	Carry out aid initiatives/programs for people affected by natural disasters and epidemics				
S5	A	Take part in local community support and development programs/activities; support inclusive business models				