

## THAIVIETCONNECT LIMITED PARTNERSHIP®

Head Office: No.1163 Moo 1, Thasailuad Sub-district, Maesot District, Tak province 63110  
Bangkok Office: No. 159/22, Rama 6 Mansion B, Bang Aor district, Bang Phlat, Bangkok 10700.  
Tax ID: 0113561000991; Tel 024241241; Phone: +66 803433247  
W: [www.thaivietconnect.com](http://www.thaivietconnect.com); E: [thaivietconnect@gmail.com](mailto:thaivietconnect@gmail.com); FP: @tvccenter

### OATH OF CONFIDENTIALITY, IMPARTIALITY, AND INTEGRITY

Name of Interpreter/Staff/Intern: .....

ID Card No./Passport No.: .....

In addition to my agreement to abide by the principles set out in the Code of Conduct of Thai Viet Connect Limited Partnership (hereafter called TVC), I make the following undertakings in respect of the performance of my role as TVC interpreter:

#### 1. Obligation of Confidentiality

I undertake not to disclose or discuss any parts or whole information of documents provided by TVC (all these categories are hereinafter referred to as TVC data), colleagues, or other work-related matters that come to my knowledge as a result of my role as an interpreter and intern with TVC. I understand and accept that my obligation to maintain the confidentiality of information I have received in TVC continues beyond the termination of my assignment with TVC.

#### 2. Obligation of Impartiality and Integrity

I undertake to carry out my responsibilities and to conduct myself at all times, both in and outside of TVC premises, in a manner that is fully consistent with my obligation of impartiality and integrity for the TVC brand and reputation as a TVC interpreter, staff, and intern. In particular, I will, to the best of my abilities, deliver accurate and complete interpretation, and translation and fulfill assignments to achieve related KPIs. The interpretation services will be done in a neutral and non-judgemental manner, and I will refrain from engaging in biased information. I will carry out my responsibilities in a manner that is consistent with [TVC standards for cultural, political, gender, and age sensitivity](#).

I will not accept any payment or favor from TVC clients on behalf of TVC; I will not engage in any contact or exchanges with TVC customers and persons related to TVC assignments or other third parties that could undermine, or be perceived to undermine impartiality, integrity, reputation and brand name of TVC and I will refer all of these contacts to [official emails and contact channels of TVC only](#).



## **THAIVIETCONNECT LIMITED PARTNERSHIP®**

Head Office: No.1163 Moo 1, Thasailuad Sub-district, Maesot District, Tak province 63110  
Bangkok Office: No. 159/22, Rama 6 Mansion B, Bang Aor district, Bang Phlat, Bangkok 10700.  
Tax ID: 0113561000991; Tel 024241241; Phone: +66 803433247  
W: [www.thaivietconnect.com](http://www.thaivietconnect.com); E: [thaivietconnect@gmail.com](mailto:thaivietconnect@gmail.com); FP: @tvccenter

### **3. Duty Report**

I undertake to inform the TVC staff member for whom I am providing interpretation services and to report to my TVC any facts or incidents that could undermine, or be perceived to undermine, my impartiality, integrity, or effectiveness in the performance of my responsibilities. Specifically, I agree to report without delay: Any employment, association, or private interest I have that could be inconsistent with, or perceived to be incompatible with, my role as a TVC interpreter, staff, or intern. Any other factors that could adversely affect my competence to provide services that have been assigned to me under TVC.

### **4. Consequences of Breach of the Undertaking**

I understand that this signed Undertaking of Confidentiality and Impartiality will be maintained on my file, and that failure to comply with the undertakings above will amount to misconduct and may result in disciplinary proceedings against me and/or legal action. I have read, understand, and accept each of the undertakings set out above.

Signature of Interpreter/Staff/Intern: .....

Date:.....

Place: .....



## **THAIVIETCONNECT LIMITED PARTNERSHIP®**

Head Office: No.1163 Moo 1, Thasailuad Sub-district, Maesot District, Tak province 63110  
Bangkok Office: No. 159/22, Rama 6 Mansion B, Bang Aor district, Bang Phlat, Bangkok 10700.  
Tax ID: 0113561000991; Tel 024241241; Phone: +66 803433247  
W: [www.thaivietconnect.com](http://www.thaivietconnect.com); E: [thaivietconnect@gmail.com](mailto:thaivietconnect@gmail.com); FP: @tvccenter

### **Code of Conduct**

The TVC Code of Conduct is intended to serve as an illustrative guide for staff and other people working for - or otherwise associated with TVC to make ethical decisions in their professional lives and, at times, in their private lives. It is designed to assist staff, interns, and other people working for or otherwise associated with TVC to understand better the obligations placed upon their conduct by the terms of their association with TVC.

I have read the TVC Code of Conduct and I understand that I am expected to live up to the standards of behavior described therein. I have also read, and accept to be bound by, the standards of conduct contained in this set of documents.

Name: \_\_\_\_\_

ID Card/Passport No.: \_\_\_\_\_

Functional Title: \_\_\_\_\_

Duty Station/Place of assignment: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

This Code of Conduct signature form must be returned, signed, and dated to your supervisor to be placed on your file. For further information or queries on the TVC Code of Conduct, please email: [thaivietconnect@gmail.com](mailto:thaivietconnect@gmail.com)



## **THAIVIETCONNECT LIMITED PARTNERSHIP®**

Head Office: No.1163 Moo 1, Thasailuad Sub-district, Maesot District, Tak province 63110  
Bangkok Office: No. 159/22, Rama 6 Mansion B, Bang Aor district, Bang Phlat, Bangkok 10700.  
Tax ID: 0113561000991; Tel 024241241; Phone: +66 803433247  
W: [www.thaivietconnect.com](http://www.thaivietconnect.com); E: [thaivietconnect@gmail.com](mailto:thaivietconnect@gmail.com); FP: @tvccenter

### **TVC CODE OF CONDUCT**

#### **INTRODUCTION**

TVC's capacity to ensure its staff upholds and promotes the highest standards of ethical and professional conduct. We, the staff members and persons associated with TVC – TVC staff are personally and collectively responsible for maintaining these standards. Managers have a particular responsibility to uphold these standards, to set a good example, and to create a working environment that supports and empowers TVC staff.

This Code of Conduct (TVC Code) is intended to serve as an illustrative guide for staff to make ethical decisions in their professional lives, and at times in their private lives. It is designed to assist staff to understand better the obligations placed upon their conduct regulations, rules, and local laws. Signing the Code does not take away any acquired rights of TVC Staff. While acknowledging that local laws and customs may differ from one country to another, the Code of Conduct is based on Thailand law and international legal standards.

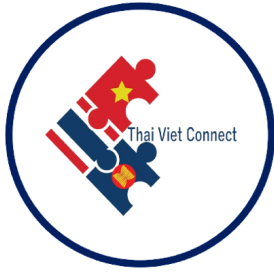
TVC Code applies to all TVC staff members, who will be requested to sign it. Persons holding a TVC consultant contract, freelance agreement, and interns will also receive the Code and be requested to confirm that they uphold its standards as far as applicable to their status. Governmental and non-governmental Organizations and companies which, through their employees, work with TVC, will be requested to make the principles contained in the Code known to their staff and related persons appropriately.

All TVC staff are responsible for encouraging, advocating, and promoting the dissemination of the Code of Conduct. They also have a role in implementing, monitoring, and enforcing its standards. Staff are also urged to encourage partners to adhere to these standards and to join TVC staff in upholding them.

#### **CORE VALUES AND GUIDING PRINCIPLES**

TVC staff are committed to the following fundamental values and principles:

- As TVC staff, our primary commitment is to ensure the protection of the interests of TVC and its customers and partners, under TVC regulations and local laws.
- We will ensure that our conduct is consistent with and reflects international values respect for fundamental human rights, social justice and human dignity, and respect for the equal rights of men and women. We will assist TVC to actively promote adherence to the principles of law, professionalism, integrity, and respect for diversity,



## **THAIVIETCONNECT LIMITED PARTNERSHIP®**

Head Office: No.1163 Moo 1, Thasailuad Sub-district, Maesot District, Tak province 63110  
Bangkok Office: No. 159/22, Rama 6 Mansion B, Bang Aor district, Bang Phlat, Bangkok 10700.  
Tax ID: 0113561000991; Tel 024241241; Phone: +66 803433247  
W: [www.thaivietconnect.com](http://www.thaivietconnect.com); E: [thaivietconnect@gmail.com](mailto:thaivietconnect@gmail.com); FP: @tvccenter

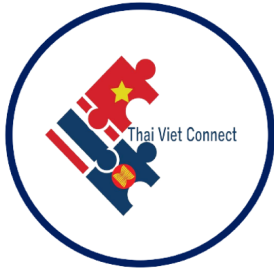
and will maintain their assigned role at all times. We will show respect for all persons equally without distinction whatsoever of race, gender, religion, color, national or ethnic origin, language, marital status, sexual orientation, age, socio-economic status, disability, political conviction, or any other distinguishing feature. We will strive to remove all barriers to equality. We will respect the cultures, customs, and traditions of all peoples, and will strive to avoid behaving in ways that are not acceptable in a particular cultural context.

- We will respect the dignity and worth of every individual, will promote and practice understanding, respect, compassion, and tolerance, and will demonstrate discretion and maintain confidentiality as required.

### **COMMITMENT TO THE TVC CODE OF CONDUCT**

As a staff member of TVC, I commit myself to:

1. Treat all customers and persons related to our services fairly, and with respect and dignity. I will keep myself informed about TVC's policies, objectives, activities, and TVC data, and will do my utmost to support TVC work.
2. Uphold the integrity of TVC, by ensuring that my personal and professional conduct is of the highest standard. I will demonstrate integrity, truthfulness, dedication, and honesty in my actions. I will be patient, respectful, and courteous to all persons with whom I deal in an official capacity. I will observe local laws and will meet all my private legal and financial obligations. I will do my utmost to ensure that the conduct of members of my household does not reflect unfavorably on the integrity of TVC.
3. Perform my official duties and conduct my private affairs in a manner that avoids conflicts of interest, thereby preserving and enhancing customers' confidence in TVC. I will neither seek nor accept instructions regarding the performance of my duties from any third parties in conflict with TVC during our job or internship. I will not engage in any outside occupation or employment without prior authorization (for full-time staff only).
4. Contribute to building a harmonious workplace based on team spirit, mutual respect, and understanding. I will show respect to all colleagues, regardless of status or position, and will allow all colleagues the opportunity to have their views heard and to contribute their knowledge and experience to team efforts. I will communicate openly and share relevant information (subject to confidentiality requirements) with other colleagues and will endeavor to respond promptly to queries. I will respect my colleagues' privacy, and avoid misinformation. I will seek to resolve differences and solve problems when they arise. I will contribute to building constructive dialogue, guided by mutual respect and an open, positive approach, between management and staff representatives. I will



## **THAIVIETCONNECT LIMITED PARTNERSHIP®**

Head Office: No.1163 Moo 1, Thasailuad Sub-district, Maesot District, Tak province 63110  
Bangkok Office: No. 159/22, Rama 6 Mansion B, Bang Aor district, Bang Phlat, Bangkok 10700.  
Tax ID: 0113561000991; Tel 024241241; Phone: +66 803433247  
W: [www.thaivietconnect.com](http://www.thaivietconnect.com); E: [thaivietconnect@gmail.com](mailto:thaivietconnect@gmail.com); FP: @tvccenter

be open to the views of all team members. I will provide timely feedback on the performance of each team member through guidance, motivation, and full recognition of their merits.

5. Promote the safety, health, and welfare of all TVC staff as a necessary condition for effective and consistent performance. I will remain aware of and comply with all instructions designed to protect my health, welfare, and safety. I will always consider the safety of staff in operational decisions. If I have doubts regarding an instruction that I consider threatening to my safety or the safety of other persons, I will bring this immediately to the attention of my supervisor. I will endeavor to ensure that the health and well-being of staff and their families are not subjected to undue risk. I will promote a healthy work-life balance for staff and will respect staff entitlements.

6. Safeguard and make responsible use of the information and resources to which I have access because of my employment with TVC. I will exercise due care in all matters of official business, and not divulge any confidential information about customers, colleagues, and other work-related matters in accordance with the staff regulations and rules and current guidelines. I will protect, manage, and utilize TVC human, financial, and material resources efficiently and effectively

7. Refrain from any involvement in criminal or unethical activities that compromise or damage the image and interests of TVC. I will neither support nor take part in any form of illegal, exploitative, or abusive activities, including, for example, child labor, and trafficking of human beings and

commodities. As TVC is committed to the highest standards of protection and care for children and women, I am aware that I am expected not to engage in sexual activities with any person under the age of 18 and refrain from any form of harassment, discrimination, physical or verbal abuse, intimidation or favoritism in the workplace. I will not engage in or tolerate any form of harassment in the workplace, including sexual harassment and abuse of power.

Signature of Interpreter/Staff/Intern: .....

Date:.....

Place: .....