


**Compliance to local and international laws, regulations, conventions  
& other rules policy**

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**Scope of services:** RETEMS Logistics is a provider of International Freight Forwarding, Warehousing and Customs Clearance Services.

**Statement:** RETEMS Logistics fully acknowledges and accepts its obligation to comply with all of the Azerbaijan Legal and Regulatory requirements and the compliance requirements of our Clients in this matter where they go beyond the Azerbaijan country requirements. Where there is a conflict in the requirement of Azerbaijan Country, RETEMS Logistics or Client requirements we will endorse and comply with the highest standards in all areas.

**Definitions:**

- **Law** - a system of rules created and enforced through social or governmental institutions to regulate behavior, with its precise definition a matter of long-standing debate.
- **Regulation** - the management of complex systems according to a set of rules and trends.
- **Convention** - a large formal meeting of people who do a particular job or have a similar interest, or a large meeting for a political party.

**Responsibilities:** All our employees shall avoid to violating local and international laws, regulations, conventions & other rules.

**Expectations from interested parties:** We expect and request our Competitors, Customers, Suppliers and other external interested parties to comply with applicable national and international laws, standards, regulations, codes, expectations and relevant requirements.

**Reporting:** Our employees shall immediately report to management any concerns related to local and international laws, regulations, conventions & other rules. Any person reporting a suspected violation of this policy will never be subject to disciplinary action or retaliation for the act of making the report.

**Confidentiality:** If reporter does not feel comfortable stating his/her name – he/she can make report confidentially. No attempt from management will be made to identify the individual. Information provided by the individual, or obtained in the course of investigation, will be treated as confidential to the extent permitted by law.

**Disciplinary measures:** Any our employee or partner which violates these requirements in connection with RETEMS Logistics business will be subject to disciplinary measures, up to and including termination of labor contract in the case of an employee, or termination of business relations in the case of an external party and, where appropriate, referral of the matter to relevant law enforcement authorities.

**Communication:** The Compliance to local and international laws, regulations, conventions & other rules Policy principles will regularly be communicated and available to staff at all times. To involve our Customers, and any interested parties with a legitimate interest in our commitment, this Policy Statement is made available on our website <https://retemsgroup.com/>

Director:

Mehdiyev S.L.

